July 2, 2019

TO: Bradford County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Bradford County Transportation Disadvantaged Coordinating Board will meet Tuesday, July 9, 2019 at 9:30 a.m. in the Andrews Center Conference Room in Santa Fe College located at 209 West Call Street in the City of Starke. This is an important meeting of the Board. All Board members are encouraged to attend.

Attached is the meeting agenda and supporting materials. If you have any questions, please do not hesitate to contact me at extension 110.

Attachments

t:\lynn\td2019\bradford\memos\july.docx
Santa Fe College Andrews Center
209 West Call Street
Starke, Florida 32091

Directions: Santa Fe College Andrews Center is at the Northeast corner of U.S. Highway 301 (also known as Temple Ave) and State Road 230 (also known as Call St).
BRADFORD COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEETING ANNOUNCEMENT AND AGENDA

Andrews Center Conference Room
Santa Fe College
209 West Call Street
Starke, Florida

Tuesday
July 9, 2019
9:30 a.m.

I. BUSINESS MEETING – CALL TO ORDER

A. Introductions

B. Approval of the Meeting Agenda
   ACTION REQUIRED

C. Approval of the April 9, 2019 Minutes
   Page 7
   ACTION REQUIRED

II. NEW BUSINESS

A. 2019/20 Rural Area Capital Assistance Grant Application
   Page 11
   ACTION REQUIRED

The Board needs to approve Suwannee River Economic Council, Inc.’s 2019/20 Rural Area Capital Assistance Grant application

B. 2019/20 Innovation and Service Development Grant Program
   Page 23
   NO ACTION REQUIRED

Enclosed is information concerning the 2019/20 Innovation and Service Development Grant Program

C. 2018/23 Bradford County Transportation Disadvantaged Service Plan Amendments
   Page 29
   ACTION REQUIRED

The Board needs to approve amendments to the 2018/23 Bradford County Transportation Disadvantaged Service Plan

Dedicated to improving the quality of life of the Region’s citizens,
by enhancing public safety, protecting regional resources,
promoting economic development and providing technical services to local governments.
D. Bylaws

Page 45

ACTION REQUIRED

The Board needs to review and approve the Bylaws

E. Grievance Procedures

Page 65

ACTION REQUIRED

The Board needs to review and approve the Grievance Procedures

F. Suwannee River Economic Council

Operations Reports

Page 83

NO ACTION REQUIRED

III. OTHER BUSINESS

A. Comments

IV. FUTURE MEETING DATES

A. October 8, 2019 at 9:30 a.m.
B. January 14, 2020 at 9:30 a.m.
C. April 14, 2020 at 9:30 a.m.
D. July 14, 2020 at 9:30 a.m.

* Please note that this is a tentative meeting schedule, all dates and times are subject to change.

If you have any questions concerning the enclosed materials, please do not hesitate to contact me at 1-800-226-0690, extension 110.
## BRADFORD COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD

<table>
<thead>
<tr>
<th>MEMBER/REPRESENTING</th>
<th>ALTERNATE/REPRESENTING</th>
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</table>
| Commissioner Danny Riddick  
Local Elected Official/Chair | Lauren Adams  
Florida Department of Transportation |
| Sandra Collins, Vice-Chair  
Florida Department of Transportation  
Grievance Committee Member | Nakiesha Thompson  
Florida Department of Children and Families |
| John Wisker  
Florida Department of Children and Families  
Grievance Committee Member | Vacant  
Florida Department of Education |
| Jeffrey Aboumrad  
Florida Department of Education  
Grievance Committee Member | Vacant  
Florida Department of Elder Affairs |
| Libby Murphy  
Florida Department of Elder Affairs | Vacant  
Florida Department of Elder Affairs |
| Deweece Ogden  
Florida Agency for Health Care Administration  
Grievance Committee Member | Pamela Hagley  
Florida Agency for Health Care Administration |
| Vacant  
Florida Agency for Persons with Disabilities | Vacant  
Florida Agency for Persons with Disabilities |
| Vacant  
Regional Workforce Board | Vacant  
Regional Workforce Board |
| Vacant  
Florida Association for Community Action  
Term ending June 30, 2020 | Vacant  
Florida Association for Community Action  
Term ending June 30, 2020 |
| Vacant  
Public Education | Vacant  
Public Education |
| Barbara Fischer  
Veterans  
Grievance Committee Member  
Term ending June 30, 2020 | Vacant  
Veterans  
Term ending June 30, 2020 |
| Vacant  
Citizen Advocate  
Term ending June 30, 2021 | Vacant  
Citizen Advocate  
Term ending June 30, 2021 |
| Vacant  
Citizen Advocate - User  
Term ending June 30, 2021 | Vacant  
Citizen Advocate - User  
Term ending June 30, 2021 |
| Sherry Ruszkowski  
Persons with Disabilities  
Term ending June 30, 2021 | Vacant  
Persons with Disabilities  
Term ending June 30, 2021 |
| Vacant  
Elderly  
Term ending June 30, 2020 | Vacant  
Elderly  
Term ending June 30, 2020 |
| Monica Caraway  
Medical Community  
Term ending June 30, 2022 | Vacant  
Medical Community  
Term ending June 30, 2022 |
| Vacant  
Children at Risk  
Term ending June 30, 2022 | Vacant  
Children at Risk  
Term ending June 30, 2022 |
| Vacant  
Private Transit  
Term ending June 30, 2022 | Vacant  
Private Transit  
Term ending June 30, 2022 |

Note: Unless specified, members and alternates serve at the pleasure of the North Central Florida Regional Planning Council.
BRADFORD COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD
MEETING MINUTES

Andrews Center Conference Room
Santa Fe College
209 West Call Street
Starke, Florida

Tuesday
April 9, 2019
9:31 a.m.

VOTING MEMBERS PRESENT

Jeffrey Aboumrad, Florida Department of Education Representative
Sandra Collins, Florida Department of Transportation Representative, Vice-Chair
Libby Murphy, Florida Department of Elder Affairs Representative
Deweece Ogden, Florida Agency for Health Care Administration Representative
John Wisker, Florida Department of Children and Families

VOTING MEMBERS ABSENT

Barbara Fischer, Veterans Representative
Commissioner Danny Riddick, Chair
Sherry Ruskowski, Persons with Disabilities Representative

OTHERS PRESENT

Blythe Byrd, Communities In Schools of Bradford County
Matthew Pearson, Suwannee River Economic Council

STAFF PRESENT

Lynn Godfrey, North Central Florida Regional Planning Council

I. BUSINESS MEETING CALL TO ORDER

Vice-Chair Collins called the meeting to order at 9:31 a.m.

A. Approval of the Meeting Agenda

ACTION: Jeff Aboumrad moved to approve the meeting agenda. Deweece Ogden seconded; motion passed unanimously.
B. Approval of the January 8, 2019 Minutes

ACTION: Deweece Ogden moved to approve the January 8, 2019 meeting minutes. Libby Murphy seconded; motion passed unanimously.

II. NEW BUSINESS

A. 2018/23 Bradford County Transportation Disadvantaged Service Plan - Annual Update

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that Chapter 427, Florida Statutes requires Suwannee River Economic Council to prepare a Transportation Disadvantaged Service Plan in cooperation with the North Central Florida Regional Planning Council for the Board’s approval. She said this plan provides information needed by the Board to continually review and assess transportation disadvantaged needs for Bradford County. She stated that the Service Plan must be submitted to the Florida Commission for the Transportation Disadvantaged annually.

The Board reviewed and discussed the Transportation Disadvantaged Service Plan Annual Update.

ACTION: Deweece Ogden moved to approve the 2018/23 Bradford County Transportation Disadvantaged Service Plan - Annual Update. Jeff Aboumrad seconded; motion passed unanimously.

B. 2019 Transportation Disadvantaged Program Awards

Ms. Godfrey stated that the Florida Commission for the Transportation Disadvantaged annually recognizes individuals, teams and organizations whose exceptional work supports and improves Florida’s Coordinated Transportation System. She explained that the Board could make nominations as a Board at this meeting. She said Board members can also submit nominations as individuals at a later date.

C. Suwannee River Economic Council Operations Reports

Mr. Pearson discussed the operations reports. He stated that he met with the Director of The Transition House, Inc., a residential program in Starke about their client transportation. He explained that the current demand for transportation services provided under the Transportation Disadvantaged Program cannot be sustained in Fiscal Year 2019/20.
III. OTHER BUSINESS

A. Comments

Vice-Chair Collins commended Suwannee River Economic Council for meeting all of the demand for trips and not receiving any service complaints.

IV. FUTURE MEETING DATES

Vice-Chair Collins stated that the next meeting of the Board will be held Tuesday, July 9, 2019 at 9:30 a.m.

ADJOURNMENT

The meeting adjourned at 10:15 a.m.
July 2, 2019

TO: Bradford County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: 2019/20 Rural Area Capital Assistance Program Grant Application

RECOMMENDATION

Approve Suwannee River Economic Council, Inc.’s application for 2019/20 Rural Area Capital Assistance Program Grant funds.

BACKGROUND

The Rural Area Capital Assistance Program is administered by the Florida Commission for the Transportation Disadvantaged. Grant funds awarded by this program can be used to address capital transportation needs in rural areas of the State. Eligible applicants are designated Community Transportation Coordinators.

Attached is Suwannee River Economic Council, Inc.’s 2019/20 Rural Area Capital Assistance Program Grant application. If awarded, these grant funds will be used to purchase one replacement vehicle.

If you have any questions concerning this matter, please do not hesitate to contact me.
<table>
<thead>
<tr>
<th>County(ies)</th>
<th>Applicant Name</th>
<th>Agency Type/ % Rural Population (2010 Census)</th>
<th>Capital Equipment Requested (Prioritized as listed)</th>
<th>Total Project Cost (100%)</th>
<th>TD Dollar Amount (90% or 100% REDI)</th>
<th>Required Match (10% or 0% REDI)</th>
<th>Committee Recommendations</th>
<th>Recommended Funding Amount</th>
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<tbody>
<tr>
<td>Alachua</td>
<td>MV Contract Transportation, Inc.</td>
<td>For Profit 21.2%</td>
<td>Two ADA-compliant minivans (addition to fleet) - $44,791 each</td>
<td>$89,582.00</td>
<td>$80,624.00</td>
<td>$8,958.00</td>
<td>Fund as requested</td>
<td>$80,624.00</td>
</tr>
<tr>
<td>Baker</td>
<td>Baker County Council on Aging, Inc.</td>
<td>Non-Profit 59.5%</td>
<td>1) CTS Scheduling Software $41,105 2) 16,000 lb Alignment Scissor Lift $11,495 Requesting REDI match waiver.</td>
<td>$52,600.00</td>
<td>$52,600.00</td>
<td>$0.00</td>
<td>Fund as requested</td>
<td>$52,600.00</td>
</tr>
<tr>
<td>Bay</td>
<td>Bay County BOCC</td>
<td>Government 12%</td>
<td>1) 1-800 MHZ Mobile Radio-Remote Mount/Control Head $4982.2) 13-7/800 MHZ Portable Radios/trunking, chargers $39,233 3) 9-7/800 MHZ Mobile Radios with various features includes installation $30,523</td>
<td>$74,738.00</td>
<td>$67,264.00</td>
<td>$7,474.00</td>
<td>Fund as requested</td>
<td>$67,264.00</td>
</tr>
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<td>Bradford</td>
<td>Suwannee River Economic Council, Inc.</td>
<td>Non-Profit 75.5%</td>
<td>One 22’ paratransit veh; 10 passenger/2 wheelchair positions (replacement). Requesting REDI match waiver.</td>
<td>$74,941.00</td>
<td>$74,941.00</td>
<td>$0.00</td>
<td>Fund as requested</td>
<td>$74,941.00</td>
</tr>
<tr>
<td>Collier</td>
<td>Collier County Board of County Commissioners</td>
<td>Government 8.5%</td>
<td>One 23’ diesel paratransit veh; 8 ambulatory passenger/2 wheelchair positions (replacement). Requesting REDI match waiver due to Immokalee.</td>
<td>$79,118.00</td>
<td>$71,206.00</td>
<td>$7,912.00</td>
<td>Fund vehicle but require local match.</td>
<td>$71,206.00</td>
</tr>
<tr>
<td>Columbia/Hamilton/Suwannee</td>
<td>Suwannee Valley Transit Authority</td>
<td>Government 69.3%</td>
<td>1) 17 Computer stations with dual monitors; microsoft office software licenses. 3-laptops with microsoft licenses $30,453 2) 9 passenger transit van with lift $68,647 Requesting REDI match waiver.</td>
<td>$99,100.00</td>
<td>$99,100.00</td>
<td>$0.00</td>
<td>Fund as requested</td>
<td>$99,100.00</td>
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<tr>
<td>Dixie</td>
<td>Suwannee River Economic Council, Inc.</td>
<td>Non-Profit 77%</td>
<td>One 22’ paratransit veh; 10 passenger/2 wheelchair positions (replacement). Requesting REDI match waiver.</td>
<td>$74,941.00</td>
<td>$74,941.00</td>
<td>$0.00</td>
<td>Fund as Requested</td>
<td>$74,941.00</td>
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<tr>
<td>County(ies)</td>
<td>Applicant Name</td>
<td>Agency Type / % Rural Population (2010 Census)</td>
<td>Capital Equipment Requested (Prioritized as listed)</td>
<td>Total Project Cost (100%)</td>
<td>TD Dollar Amount (90% or 100% REDI)</td>
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<td>Recommended Funding Amount</td>
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<td>Flagler</td>
<td>Flagler County BOCC</td>
<td>Government 16.3%</td>
<td>RouteMatch Scheduling Software. Requesting REDI match waiver.</td>
<td>$130,693.00</td>
<td>$130,693.00</td>
<td>Fund as Requested</td>
<td>$130,693.00</td>
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<tr>
<td>Franklin</td>
<td>Gulf County Association for Retarded Citizens, Inc.</td>
<td>Non-Profit 68%</td>
<td>One paratransit vehicle (7 seats) with wheelchair ramp (replacement) Requesting REDI match waiver.</td>
<td>$70,100.00</td>
<td>$70,100.00</td>
<td>Fund as Requested</td>
<td>$70,100.00</td>
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<tr>
<td>Gilchrist</td>
<td>Suwannee River Economic Council, inc.</td>
<td>Non-Profit 83.9%</td>
<td>One 22' paratransit veh; 10 passenger/2 wheelchair positions (replacement). Requesting REDI match waiver.</td>
<td>$74,941.00</td>
<td>$74,941.00</td>
<td>Fund as Requested</td>
<td>$74,941.00</td>
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</tr>
<tr>
<td>Gulf</td>
<td>Gulf County Association for Retarded Citizens, Inc.</td>
<td>Non-Profit 77.1%</td>
<td>One 23' paratransit vehicle, 12 ambulatory seats/2 wheelchair (replacement) Requesting REDI match waiver.</td>
<td>$78,000.00</td>
<td>$78,000.00</td>
<td>0.00</td>
<td>Fund as Requested</td>
<td>$78,000.00</td>
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<tr>
<td>Hendry/ Glades</td>
<td>Good Wheels, Inc.</td>
<td>Non-Profit 46.0%</td>
<td>Three 22' diesel paratransit vehicles $74,204 each Requesting REDI match waiver.</td>
<td>$222,612.00</td>
<td>$222,612.00</td>
<td>0.00</td>
<td>Fund two vehicles</td>
<td>$148,408.00</td>
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<td>Indian River</td>
<td>Senior Resource Association, Inc.</td>
<td>Non-Profit 18.5% Martin 8.5%</td>
<td>1) RouteMatch Notification Module $29,880 2) Two Laptop computers with Windows 10 software and docking stations $2,342 each</td>
<td>$34,564.00</td>
<td>$31,108.00</td>
<td>$3,456.00</td>
<td>Fund as Requested</td>
<td>$31,108.00</td>
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<tr>
<td>Jackson</td>
<td>Jackson County Transportation</td>
<td>Non-Profit 75.4%</td>
<td>One 12 ambulatory passenger vehicle (replacement) Requesting REDI match waiver.</td>
<td>$64,197.00</td>
<td>$64,197.00</td>
<td>0.00</td>
<td>Fund as Requested</td>
<td>$64,197.00</td>
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<tr>
<td>Levy</td>
<td>Levy County Board of County Commissioners</td>
<td>Government 92.0%</td>
<td>1) New server, battery backup. Server 2016 essential for conversion plus installation $5,975 2) 8 Desktop computers plus battery backups - $8,400 (includes labor to set up) 3) 13 24&quot; monitors - $1,885 4) 2 Tablets with detachable keyboards - $1,300 Requesting REDI match waiver.</td>
<td>$17,560.00</td>
<td>$17,560.00</td>
<td>0.00</td>
<td>Fund as Requested</td>
<td>$17,560.00</td>
</tr>
<tr>
<td>County(ies)</td>
<td>Applicant Name</td>
<td>Agency Type / % Rural Population</td>
<td>Capital Equipment Requested (Prioritized as listed)</td>
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<td>TD Dollar Amount (90% or 100% REDI)</td>
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<td>Committee Recommendations</td>
<td>Recommended Funding Amount</td>
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<td>Polk</td>
<td>Lakeland Area Mass Transit District</td>
<td>Govt 13.5%</td>
<td>16 Desktop replacement computers for the call center $941.73 each</td>
<td>$15,068.00</td>
<td>$13,561.00</td>
<td>$1,507.00</td>
<td>Fund as Requested</td>
<td>$13,561.00</td>
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<tr>
<td>Putnam</td>
<td>Ride Solution, Inc.</td>
<td>Non-Profit 56.2%</td>
<td>Two 22' paratransit vehicle; 8 ambulatory / 2 wheelchair positions (addition to fleet) $77,958 each Requesting REDI match waiver.</td>
<td>$155,916.00</td>
<td>$155,916.00</td>
<td>$0.00</td>
<td>Fund One Vehicle</td>
<td>$77,958.00</td>
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<tr>
<td>Union</td>
<td>Suwannee River Economic Council, Inc.</td>
<td>Non-Profit 67.4%</td>
<td>One 22' paratransit veh; 10 passenger/2 wheelchair positions (replacement). Requesting REDI match waiver.</td>
<td>$74,941.00</td>
<td>$74,941.00</td>
<td>$0.00</td>
<td>Fund as Requested</td>
<td>$74,941.00</td>
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<tr>
<td>Wakulla</td>
<td>Wakulla Senior Citizens Center, Inc.</td>
<td>Non-Profit 61.7%</td>
<td>1) One 23' paratransit veh; 12 ambulatory passengers / 2 wheelchair positions $73,879 (addition to fleet) 2) Vehicle Lettering $450</td>
<td>$74,329.00</td>
<td>$66,896.00</td>
<td>$7,433.00</td>
<td>Fund as Requested</td>
<td>$66,896.00</td>
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<tr>
<td>Polk</td>
<td>Ride Solution, Inc.</td>
<td>Non-Profit 56.2%</td>
<td>Two 22' paratransit vehicle; 8 ambulatory / 2 wheelchair positions (addition to fleet) $77,958 each Requesting REDI match waiver.</td>
<td>$155,916.00</td>
<td>$155,916.00</td>
<td>$0.00</td>
<td>Fund Second Vehicle if additional funds become available.</td>
<td>$77,958.00</td>
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<td>$77,958.00</td>
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<td>2nd Tier Total</td>
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<td>1st and 2nd Tiers Total</td>
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<td>$1,446,997.00</td>
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Available Funding = $1,400,000.00 Remaining $30,961.00

2019-20 Shirley Conroy Project Applicants  -15-
1. DATE SUBMITTED: 4/19/2019

2. LEGAL NAME OF APPLICANT: SUWANNEE RIVER ECONOMIC COUNCIL, INC.

3. FEDERAL IDENTIFICATION NUMBER: 59-1101989

4. REGISTERED ADDRESS: 1171 NOBLES FERRY ROAD CITY AND STATE: LIVE OAK FL ZIP CODE: 32064

5. CONTACT PERSON FOR THIS GRANT: MATT PEARSON, EXECUTIVE DIRECTOR

6. PHONE NUMBER: 386-362-4115 EXT 223

7. E-MAIL ADDRESS: mpearson@suwanneeec.net

8. PROJECT LOCATION [County(ies)]: BRADFORD

9. PROPOSED START DATE: July 1, 2019 ENDING DATE: June 30, 2020

10. I hereby certify that this document has been duly authorized by the governing body of the applicant, and the applicant intends to complete the project, and to comply with any attached assurances if the assistance is awarded.

   MATT PEARSON, EXECUTIVE DIRECTOR
   TYPED NAME OF AUTHORIZED REPRESENTATIVE AND TITLE

   SIGNATURE OF AUTHORIZED REPRESENTATIVE 4/19/2019 DATE

11. Local Coordinating Board Approval

I hereby certify that this grant has been reviewed in its entirety by the

BRADFORD County Coordinating Board.

COORDINATING BOARD CHAIRPERSON'S SIGNATURE DATE
Describe the Capital Equipment Requested:
SREC, Inc. will use this grant to purchase a 12-passenger vehicle to replace an existing, older vehicle that is aging out of service. Thus, enhancing the services currently provided to the many Bradford County residents who depend upon this service for the sustaining of life. The vehicle of interest is a 22-foot Ford E350, gas engine, 10 ambulatory seats, 2 wheelchair positions.

Explain Why the Equipment is Needed.
(If appropriate, please state that this is a repeat request for an unfunded FY 2018-19 CTD approved RACAP project).
SREC, Inc. currently provides transportation services to the transportation disadvantaged in Bradford County, and over 22,000 trips are expected to be performed in the upcoming year. Many of these riders have no other means of transportation to and from medical facilities, some of which are over 50 miles away. Passengers are currently requiring medical transportation to Gainesville, Jacksonville, Lake City, and other areas of great distances.

SREC, Inc. recognizes the need for higher quality yet more efficient transportation services in Bradford County, and that operations are carried out in an extremely rural area with few paved roads and great distances to travel to the nearest medical facility. Therefore, the need to continually replace vehicles is very important to the continued success of the transportation program in Bradford County.

Identify Local Match Required and Source for Match:
SREC, Inc. is requesting REDI qualification for the local match requirement as Bradford County is located in the North Central Region of the Rural Area of Opportunity.

Describe the Procurement Process and Timeline:
The vehicle will be procured from the Florida Department of Transportation Transit Research Inspection Procurement Services. The TRIPS order form is included herein.

The anticipated timeline for completion is as follows:
July 1, 2019 = Agreement effective date
August 1, 2019 = Vehicle ordered
December 15, 2019 = Vehicle delivery
January 15, 2020 = Final invoice to CTD
Project Description and Estimated Cost:

- Capital equipment - **Prioritize based on need.**
- If vehicle, specify type of vehicle.
- Include a copy of the TRIPS vehicle order form used to determine price or quote received for other capital equipment to document cost.

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<tbody>
<tr>
<td>1.</td>
<td>Ford E350 6.8L Gas</td>
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</table>

**Total Project Cost** $74,941.00

**Funding Participation**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation Disadvantaged Trust Funds</td>
<td>(90%) 74,941.00</td>
</tr>
<tr>
<td>Local Match</td>
<td>(10%) * REDI</td>
</tr>
<tr>
<td><strong>Total Project Cost</strong></td>
<td>74,941.00</td>
</tr>
</tbody>
</table>

* If REDI, include 100% of the total project cost on the Transportation Disadvantaged Trust Funds line and "REDI" on the Local Match line.
The recipient hereby assures and certifies that:

1. The recipient has the requisite fiscal, managerial, and legal capacity to carry out the Transportation Disadvantaged Program and to receive and disburse State funds.

2. The recipient intends to accomplish all tasks as identified in this grant application.

3. The recipient is aware that the Shirley Conroy Rural Area Capital Assistance Program Grant is a reimbursement grant. Reimbursement of funds will be approved for payment upon receipt of a properly completed invoice with supporting documentation. Examples of supporting documentation could be: vendor’s invoice reflecting a zero-balance due or marked “Paid” and a copy of the cancelled check, or a copy of the bank statement reflecting the payment having cleared the bank account. If this project consists of a vehicle purchase, the application for title reflecting the Commission as the first lienholder is also required.

4. The recipient is aware that the approved project must be complete by June 30, 2020, which means the equipment must be received by the recipient by that date or reimbursement will not be approved.

5. Transportation Disadvantaged Trust Funds will not be used to supplant or replace existing federal, state, or local government funds.

6. Capital equipment purchased through this grant shall comply with the recipient’s competitive procurement requirements or Chapter 287 and Chapter 427, Florida Statutes.

This certification is valid for the agreement period for which the grant application is filed.

Signature: 
Date: 4/19/2019
Name: MATT PEARSON
Title: EXECUTIVE DIRECTOR
Agency: SUWANNEE RIVER ECONOMIC COUNCIL, INC.
Service Area: BRADFORD COUNTY
**NAME OF CTC:** Suwannee River Economic Council, Inc.

<table>
<thead>
<tr>
<th>Model Year</th>
<th>Chassis Make and Model</th>
<th>Vehicle Identification Number (17 Digits)</th>
<th>Maximum Ambulatory/Wheelchair Passenger Seating</th>
<th>Average Vehicle Miles Per Year</th>
<th>Current Mileage as of (Date)</th>
<th>Anticipated Retirement Year</th>
<th>Source of Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>Ford E450</td>
<td>1FDFE45S79 DA88334</td>
<td>12/2</td>
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<td>75,196</td>
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<tr>
<td>2010</td>
<td>Ford E250</td>
<td>1FTNE2ELXA DA75692</td>
<td>8/1</td>
<td>7,104</td>
<td>63,935</td>
<td>2026</td>
<td>FDOT</td>
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<tr>
<td>2010</td>
<td>Chevy CG33503</td>
<td>1GBJG31K79 1172605</td>
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<td>13,063</td>
<td>117,568</td>
<td>2026</td>
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<td>2012</td>
<td>Chevy G350</td>
<td>1GB3G2BG4 B1172032</td>
<td>8/2</td>
<td>17,453</td>
<td>139,627</td>
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<tr>
<td>2011</td>
<td>Chevy Exp G3500</td>
<td>1GB3G2BG4 B1171589</td>
<td>8/2</td>
<td>13,103</td>
<td>104,823</td>
<td>2022</td>
<td>TD-RC</td>
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<tr>
<td>2013*</td>
<td>Chevy Bus</td>
<td>1GB3G2BG0 D1175402</td>
<td>8/2</td>
<td>25,775</td>
<td>154,649</td>
<td>2020</td>
<td>FDOT</td>
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<tr>
<td>2015</td>
<td>Chevy G350</td>
<td>1GB3G2BG0 E1198468</td>
<td>8/2</td>
<td>28,023</td>
<td>112,090</td>
<td>2024</td>
<td>FDOT</td>
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<tr>
<td>Year</td>
<td>Make/Model</td>
<td>VIN/ID</td>
<td>License Plate</td>
<td>Mileage</td>
<td>Age (Years)</td>
<td>Model Year</td>
<td>Agency</td>
</tr>
<tr>
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<td>---------------</td>
<td>---------</td>
<td>------------</td>
<td>------------</td>
<td>---------</td>
</tr>
<tr>
<td>2015</td>
<td>Ford E450</td>
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<td>2016</td>
<td>MOV T MV-1</td>
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<td>8,136</td>
<td>24,409</td>
<td>2028</td>
<td>TD-RC</td>
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</table>

NOTE: Identify the Vehicle(s) that would be replaced with this or other grants by placing an * next to the model year.
AUTHORIZING RESOLUTION

A RESOLUTION of the BOARD OF DIRECTORS of the SUWANNEE RIVER ECONOMIC COUNCIL, INC. (Applicant), hereinafter BOARD, hereby authorizes the filing of a Rural Capital Assistance Support Grant Application with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD has the authority to file this Grant Application and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The BOARD has the authority to file this grant application.

2. The BOARD authorizes MATT PEARSON, EXECUTIVE DIRECTOR to file and execute the application on behalf of the SUWANNEE RIVER ECONOMIC COUNCIL, INC. with the Florida Commission for the Transportation Disadvantaged.

3. The BOARDs Registered Agent in Florida is MATT PEARSON, EXECUTIVE DIRECTOR.
   The Registered Agents address is: P.O. Box 70, Live Oak, Florida 32064.

4. The BOARD authorizes MATT PEARSON, EXECUTIVE DIRECTOR to sign any and all agreements or contracts which are required in connection with the application.

5. The BOARD authorizes MATT PEARSON, EXECUTIVE DIRECTOR to sign any and all assurances, reimbursement invoices, warranties, certifications and any other documents which may be required in connection with the application or subsequent agreements.

DULY PASSED AND ADOPTED THIS 21st DAY OF February, 2019.

BOARD OF SUWANNEE RIVER ECONOMIC COUNCIL, INC.

Richard Tillis, President
Typed name of Chairperson

Signature of Chairperson

ATTEST: Signature
July 2, 2019

TO: Bradford County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: 2019/20 Innovation and Service Development Grant Application

RECOMMENDATION

For information only.

BACKGROUND

The 2019 Florida Legislature allocated an additional $10 million to the Transportation Disadvantaged Trust Fund for Fiscal Year 2019-20. The purpose of this additional funding is to award competitive grants to Community Transportation Coordinators and Transportation Network Companies for the purpose of providing transportation services that:

1. Increase access to job training, employment, health care and other life-sustaining activities;
2. Enhance regional connectivity and cross-county mobility; and/or
3. Provide connective transportation to and from transportation hubs.

The Innovation and Service Development Grant Program is administered by the Florida Commission for the Transportation Disadvantaged. Suwannee River Economic Council, Inc.’s applied for and was awarded funds through this grant program. Attached is information concerning the Innovation and Service Development Grant Program.

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

t:\lynn\td2019\bradford\memos\innservdev.docx

Dedicated to improving the quality of life of the Region’s citizens, by coordinating growth management, protecting regional resources, promoting economic development and providing technical services to local governments.
## 2019-20 Innovation and Service Development Grant Applications

### Projects Recommended for Funding

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Applicant Name</th>
<th>Applicant Type (CTC / TNC)</th>
<th>Project Description</th>
<th>Total Project Cost (100%)</th>
<th>TD Dollar Amount (90%)</th>
<th>CORRECT TD Dollar Amount (90%)</th>
<th>Committee Comments</th>
<th>Recommended Funding Amount (90%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bradford</td>
<td>Suwannee River Economic Council</td>
<td>CTC</td>
<td>Provide on-demand service (within 60 minutes) for medical pharmacy and shopping. Project goal is to provide 598 trips/month</td>
<td>$122,422.00</td>
<td>$111,263.00</td>
<td>$110,160.00</td>
<td>Fund project.</td>
<td>$110,160.00</td>
</tr>
<tr>
<td>Hernando</td>
<td>Mid Florida Community Services</td>
<td>CTC</td>
<td>Operate the expanded service location, hours, and days. Service will be provided to all areas of the county Monday - Friday 9:00 am - 4:00 pm without limiting rural areas to one or two days per week. Transportation is also provided to 3 connector stops for the fixed route service allowing travel into Pasco County. Employment, recreational trips and same day additional trips based on availability will also be provided. Continue to implement a Veterans Reduced Fare Program. Ride purpose is unlimited - not just to/from local VA clinic.</td>
<td>$295,052.00</td>
<td>$239,987.00</td>
<td>$239,987.00</td>
<td>Fund project.</td>
<td>$239,987.00</td>
</tr>
<tr>
<td>Lafayette</td>
<td>Suwannee River Economic Council</td>
<td>CTC</td>
<td>Provide daily transportation to Taylor County for employment or education/job training. The primary emphasis for this project is to provide transportation to Big Bend Technical College (BBT). BBT provides educational opportunities in the fields of nursing, welding, electrical, etc.</td>
<td>$48,495.00</td>
<td>$44,532.00</td>
<td>$44,535.00</td>
<td>Fund project.</td>
<td>$43,546.00</td>
</tr>
<tr>
<td>Pinellas (1)</td>
<td>Pinellas Suncoast Transit Authority</td>
<td>CTC</td>
<td>Partner with Uber, United Taxi, and Care Ride (wheelchair) to provide affordable on-demand, door-to-door trips within 20 minutes of request to or from work (late night shifts). Grant would also fund urgent TD trips for medical or other urgent purposes where a trip cannot be prescheduled.</td>
<td>$955,996.00</td>
<td>$869,997.00</td>
<td>$869,997.00</td>
<td>Consider funding same level from FY2017-18 $507,000.</td>
<td>$899,997.00</td>
</tr>
<tr>
<td>St Lucie (1)</td>
<td>St Lucie Co BOCG</td>
<td>CTC</td>
<td>Provide 24-hour advance reservation “after-hour” transportation services utilizing taxis, car services and rideshare providers to destinations within St Lucie County as well as adjacent counties. This service is known as “Direct Connect.”</td>
<td>$100,000.00</td>
<td>$90,000.00</td>
<td>$90,000.00</td>
<td>Fund project.</td>
<td>$90,000.00</td>
</tr>
<tr>
<td>Union (1)</td>
<td>Suwannee River Economic Council</td>
<td>CTC</td>
<td>Provide daily transportation to Bradford County for employment or education/job training. The primary emphasis for this project is to provide transportation to North Florida Technical College (NFTC). NFTC provides educational opportunities in the Transportation / Distribution / Logistics industry, Information Technology, Hospitality and Tourism industry, etc. Daily trip will be provided Monday - Friday, 7:30 am - 5:30 pm.</td>
<td>$48,498.00</td>
<td>$44,535.00</td>
<td>$44,535.00</td>
<td>Fund project.</td>
<td>$44,089.00</td>
</tr>
<tr>
<td>Union (2)</td>
<td>Suwannee River Economic Council</td>
<td>CTC</td>
<td>Provide daily transportation to Columbia County for employment or education/job training. The primary emphasis for this project is to provide transportation to Florida Gateway College (FGC). FGC provides educational opportunities in the Manufacturing / Construction industry, Health Sciences, Criminal Justice, etc. Daily trip will be provided Monday - Friday, 7:30 am - 5:30 pm.</td>
<td>$48,497.00</td>
<td>$44,523.00</td>
<td>$44,077.00</td>
<td>Fund project.</td>
<td>$44,077.00</td>
</tr>
</tbody>
</table>

Available Funding = $1,471,976.00

1st Tier Total: $1,471,976.00

Remaining: $8,528,024.00
## 2019-20 Innovation and Service Development Grant Applications

**Projects That Need Further Development and are Encouraged to Apply in 2nd Round.**

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Applicant Name</th>
<th>Applicant Type (CTC/TNC)</th>
<th>Project Description</th>
<th>Total Project Cost (100%)</th>
<th>TD Dollar Amount (90%)</th>
<th>*CORRECT TO Dollar Amount (90%)</th>
<th>Committee Comments</th>
<th>Recommended Funding Amount (80%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broward</td>
<td>Broward County BOCC</td>
<td>CTC</td>
<td>On Demand Non-stop Medical and Life Sustaining Transportation provided through a TNC. Goal is to provide an additional 24,778 trips.</td>
<td>$892,000.00</td>
<td>$802,800.00</td>
<td>$802,800.00</td>
<td>Project needs to be developed further. Encourage to apply in 2nd round.</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
| DeSoto, Hardee, Highlands and Okeechobee | MV Contract Transportation | CTC | 1) Enhanced on-demand services for dialysis clients on the third shift as well as any clients with bleeding or clotting issue. Clients will be picked up within 30 minutes of completing their treatment and given a direct ride home, $93,961.  
2) Provide on-demand (pickup within 45 minutes), Svc available 24 hours per day/7 days per week, $6,679.  
3) Provide employment trips for seniors and persons with disabilities to employment after regular svc hours (Mon-Fri 6 pm - 2 am; Sat and Sun 6 am - 6 pm) $64,308. | $164,968.00 | $149,971.00 | $148,471.00 | Project needs to be developed further. Encourage to apply in 2nd round, | $0.00 |
| Glades/Hendry | Good Wheels, Inc. | CTC | Provide on-demand service (within 30 minutes) to dialysis and cancer treatments. Will provide eligible clients with a telecommunication app so clients can advise when their treatment is complete and they are ready for pickup. | $265,078.00 | $240,000.00 | $238,570.00 | Project needs to be developed further. Encourage to apply in 2nd round. | $0.00 |
| Indian River | Senior Resource Association | CTC | 1) Enhance cross-county mobility by expanding transportation services into the Barefoot Bay Community (Brevard County).  
2) Provide on-demand transportation for hospital/surgery center discharges. | $135,200.00 | $121,700.00 | $121,680.00 | Project needs to be developed further. Encourage to apply in 2nd round. | $0.00 |
| Lee          | Good Wheels, Inc. | CTC | Provide on-demand service (within 30 minutes) to dialysis and cancer treatments. Will provide eligible clients with a telecommunication app so clients can advise when their treatment is complete and they are ready for pickup. | $1,377,948.00 | $1,252,680.00 | $1,240,153.00 | Project needs to be developed further. Encourage to apply in 2nd round. Consider testing on a smaller scale. | $0.00 |
| Martin       | Senior Resource Association | CTC | Enhance existing transportation services to dialysis treatment. Dialysis is such a high demand and transportation svc is currently limited. | $218,000.00 | $196,200.00 | $195,200.00 | Project needs to be reviewed. Encourage to apply in 2nd round. | $0.00 |
| Orange/Osceola\Seminole | LYNX | CTC | Provide vouchers for on-demand transportation utilizing taxis and TNCs for all trip types/purposes. | $2,040,000.00 | $1,836,000.00 | $1,835,000.00 | Project needs to be developed further. Focus on current services and provide data from current service to support expansion. Encourage to apply in 2nd round. | $0.00 |
| Pinellas (2) | Pinellas Suncoast Transit Authority | CTC | Provide first mile/last mile transportation to or from a transportation hub. Transportation will be provided by a TNC, taxi or wheelchair provider. Focus will be for persons of low-income. Amount provided for trip cost will be set at $8 TNC/Taxi and $32 wheelchair and is based on 3 mile trip. | $300,000.00 | $260,000.00 | $270,000.00 | Project needs to be developed further. Encourage to apply in 2nd round. Consider testing on a smaller scale. | $0.00 |
| St Lucie (2) | St Lucie Co BOCC | CTC | Provide fare-free door-to-door transportation to and from 6 dialysis treatment centers in the county. Riders must schedule 24 hours in advance but can be scheduled up to 2 weeks in advance. | $200,000.00 | $180,000.00 | $180,000.00 | Project needs to be developed further. Encourage to apply in 2nd round. Consider testing on a smaller scale. | $0.00 |
### 2019-20 Innovation and Service Development Grant Applications

Projects Not Eligible for this Grant Funding

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Applicant Name</th>
<th>Project Description</th>
<th>Total Project Cost (100%)</th>
<th>TD Dollar Amount (90%)</th>
<th>Correct TD Dollar Amount (90%)</th>
<th>Committee Comments</th>
<th>Recommended Funding Amount (90%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alachua</td>
<td>MV Contract Transportation</td>
<td>Partnership with the City of Gainesville through its GRACE Marketplace (homeless shelter) to provide reduced fare bus passes to homeless clients as well as those who have transitioned to a permanent home but are still receiving services through the homeless shelters.</td>
<td>$55,250.00</td>
<td>$49,015.00</td>
<td>$49,015.00</td>
<td>This is not an eligible project under this grant.</td>
<td>$0.00</td>
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<tr>
<td>Duval (Alachua, Baker, Clay, Columbia, Putnam, Suwannee)</td>
<td>JTA CTC</td>
<td>Partner with other CTCs to provide door-to-door trips from Veterans Homes to VA clinic in their county. Provide a group trip schedule/route between local VA clinics to the VA hospital.</td>
<td>$2,000,000.00</td>
<td>$1,800,000.00</td>
<td>$1,800,000.00</td>
<td>Project does not appear to be feasible.</td>
<td>$2.00</td>
</tr>
<tr>
<td>Glades/Hendry/Lee</td>
<td>Good Wheels, Inc.</td>
<td>Provide transportation to job training and employment. Transportation will be available 24/7 (within 30 minutes). Eligible riders will be those enrolled in the following programs: Goodwill Pathways to Work; Goodwill Partners to Opportunity; Workforce Development; Lighthouse Clients; and others who commute to work between the Glades/Hendry and Lee service areas.</td>
<td>$675,151.00</td>
<td>$613,774.00</td>
<td>$607,636.00</td>
<td>Project does not appear to be feasible.</td>
<td>$0.00</td>
</tr>
<tr>
<td>Hillsborough</td>
<td>Hillsborough County BOCC CTC</td>
<td>Expand service hours to include weekend transportation service to all TD riders. Expand transportation hours for employment trips throughout the week. Current hours are Monday - Friday 6 am - 9 pm.</td>
<td>$468,391.00</td>
<td>$421,552.00</td>
<td>$421,552.00</td>
<td>Overall expansion of service is not eligible under this grant.</td>
<td>$0.00</td>
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<tr>
<td>Manatee</td>
<td>Manatee County BOCC CTC</td>
<td>1) Enhance the level of service for door-to-door transportation currently provided Monday - Saturday. 2) Provide a “feeder” service from remote areas to pre-defined transit hubs to promote Intra- and Inter-County Bus Travel (bus passes included).</td>
<td>$291,817.00</td>
<td>$265,289.00</td>
<td>$262,635.00</td>
<td>Overall expansion of service is not eligible under this grant.</td>
<td>$0.00</td>
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<tr>
<td>Putnam</td>
<td>Ride Solution, Inc.</td>
<td>Provide “on-demand” bus route service for passengers who use wheelchairs utilizing the ARBOC Equus low floor bus fitted with self loading Q'Straint Quantum wheelchair stations. The “on demand” is based on the ability of wheelchair passengers to board the vehicle during its route rather than having to reschedule. Two options for funding: 1) Palatka w/c only $310,167 2) Palatka and County $570,242.</td>
<td>$570,242.00</td>
<td>$513,210.00</td>
<td>$513,210.00</td>
<td>This is not an eligible project under this grant.</td>
<td>$0.00</td>
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<tr>
<td>St. Johns</td>
<td>St. Johns County Council on Aging CTC</td>
<td>Provide bus passes to TD eligible riders.</td>
<td>$148,500.00</td>
<td>$135,000.00</td>
<td>$133,650.00</td>
<td>This is not an eligible project under this grant.</td>
<td>$0.00</td>
</tr>
<tr>
<td>Volusia</td>
<td>Volusia County (VOTRAN)</td>
<td>Expand existing transportation services by providing Sunday service.</td>
<td>$385,518.00</td>
<td>$346,960.00</td>
<td>$346,960.00</td>
<td>Overall expansion of service is not eligible under this grant.</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Total Funds Requested: $11,823,691.00

$10,660,811.00

$10,641,322.00

* Requested TD Dollar Amount was incorrect on several applications, due to match calculation errors.
July 2, 2019

TO: Bradford County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: 2018/23 Bradford County Transportation Disadvantaged Service Plan Amendments

RECOMMENDATION

Approve amendments to the 2018/23 Bradford County Transportation Disadvantaged Service Plan.

BACKGROUND

Attached are the following draft amendments to the 2018/23 Bradford County Transportation Disadvantaged Service Plan:

1. Inclusion of Suwannee River Economic Council’s 2019/20 Rural Area Capital Assistance Grant project;
2. Inclusion of Suwannee River Economic Council’s 2019/20 Trip & Equipment Grant project;
3. Inclusion of Suwannee River Economic Council’s 2019/20 Innovation and Service Development Grant project;
4. Inclusion of mental health services in the Transportation Disadvantaged Program trip priorities; and
5. Inclusion of Suwannee River Economic Council, Inc.’s Fiscal Year 2019/20 service rates.

If you have any questions concerning the attached amendments, please do not hesitate to contact me.

Attachments

t:\lynn\t2019\bradford\memos\dspamend2.docx
### United States Code Section 5310 Capital Grant Program

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>PROJECT</th>
<th>PROJECT YEAR</th>
<th>LOCATION</th>
<th>ESTIMATED PROJECT COST</th>
<th>FUNDING SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Center for the Blind</td>
<td>Purchase one minivan and one sedan</td>
<td>2018/19</td>
<td>Alachua County, Bradford County, Columbia County, Dixie County, Gilchrist County, Levy County, Union County</td>
<td>$62,570.00</td>
<td>U.S.C. Section 5310 Program</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$7,822.00</td>
<td>Florida Department of Transportation</td>
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<tr>
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<td></td>
<td>$7,822.00</td>
<td>Florida Center for the Blind</td>
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### United States Code Section 5311 Grant Program

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>PROJECT</th>
<th>PROJECT YEAR</th>
<th>LOCATION</th>
<th>ESTIMATED COST</th>
<th>FUNDING SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suwannee River Economic Council</td>
<td>Provide transportation services for the transportation disadvantaged.</td>
<td>2019/20</td>
<td>Bradford County</td>
<td>$169,020.00</td>
<td>United States Code Section 5311</td>
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<tr>
<td></td>
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<td></td>
<td>Suwannee River</td>
<td>$169,020.00</td>
<td>Suwannee River Economic Council</td>
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### United States Code Section 5339 Grant Program

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>PROJECT</th>
<th>PROJECT YEAR</th>
<th>LOCATION</th>
<th>ESTIMATED COST</th>
<th>FUNDING SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suwannee River Economic Council</td>
<td>Purchase one replacement vehicle</td>
<td>2019/20</td>
<td>Bradford County</td>
<td>$61,297.00</td>
<td>United States Code Section 5339</td>
</tr>
<tr>
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<td></td>
<td>$15,324.00</td>
<td>Florida Department of Transportation</td>
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</table>

### Rural Area Capital Assistance Program

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>PROJECT</th>
<th>PROJECT YEAR</th>
<th>LOCATION</th>
<th>ESTIMATED COST</th>
<th>FUNDING SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suwannee River Economic Council</td>
<td>Purchase one vehicle</td>
<td>2018/19, 2019/20</td>
<td>Bradford County</td>
<td>$70,889.00, $74,941.00</td>
<td>Florida Commission for the Transportation Disadvantaged</td>
</tr>
</tbody>
</table>
Bradford County
Transportation Disadvantaged Service Plan

Transportation Disadvantaged Program - Trip & Equipment Grant

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>PROJECT</th>
<th>PROJECT YEAR</th>
<th>LOCATION</th>
<th>ESTIMATED COST</th>
<th>FUNDING SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suwannee River Economic Council</td>
<td>Provide trips to transportation disadvantaged individuals.</td>
<td>2018/19</td>
<td>Bradford County</td>
<td>$236,904.00</td>
<td>Florida Commission for the Transportation Disadvantaged</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2019/20</td>
<td></td>
<td>$134,978.00</td>
<td>Suwannee River Economic Council</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$26,322.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$14,998.00</td>
<td></td>
</tr>
</tbody>
</table>

Transportation Disadvantaged Program - Mobility Enhancement Grant

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>PROJECT</th>
<th>PROJECT YEAR</th>
<th>LOCATION</th>
<th>ESTIMATED COST</th>
<th>FUNDING SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suwannee River Economic Council</td>
<td>Provide on-demand service for local medical, pharmacy and shopping purposes.</td>
<td>2018/19</td>
<td>Bradford County- City of Starke</td>
<td>$53,866.00</td>
<td>Florida Commission for the Transportation Disadvantaged</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$5,985.00</td>
<td>Suwannee River Economic Council</td>
</tr>
</tbody>
</table>

Innovation and Service Development Grant

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>PROJECT</th>
<th>PROJECT YEAR</th>
<th>AREAS AFFECTED BY PROJECT</th>
<th>ESTIMATED PROJECT COST</th>
<th>FUNDING SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suwannee River Economic Council</td>
<td>Provide on-demand service for medical, pharmacy and shopping purposes.</td>
<td>2019/20</td>
<td>Bradford County</td>
<td>$110,180.00</td>
<td>Florida Commission for the Transportation Disadvantaged</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$12,242.00</td>
<td>Suwannee River Economic Council</td>
</tr>
</tbody>
</table>

5. Goals, Objectives and Strategies

GOAL I: Coordinate transportation disadvantaged services funded with local, state and/or federal government funds.

OBJECTIVE: Identify agencies that receive local, state and/or federal government public transportation funds that are not coordinated through the Community Transportation Coordinator.
i. Transportation Disadvantaged Program Trip Priorities

**Transportation Disadvantaged Program:** Trips sponsored with Trip & Equipment Grant funds provided through Florida’s Transportation Disadvantaged Program will be provided in the following ranking order based on funding availability:

1) Prescheduled Medical Appointments
   - Dialysis appointments
   - Cancer Care appointments
   - Urgent Care appointments

2) Prescheduled Medical Appointments as defined by the American Board of Medical Specialties:
   - Allergy and Immunology
   - Colon & Rectal Surgery
   - Dermatology
   - Family Medicine
   - Neurological Surgery
   - Obstetrics & Gynecology
   - Ophthalmology
   - Orthopaedic Surgery
   - Otolaryngology - Head and Neck Surgery
   - Pediatrics
   - Physical Medicine & Rehabilitation
   - Plastic Surgery
   - Psychiatry & Neurology
   - Radiology
   - Surgery
   - Thoracic Surgery
   - Urology

3) Other Medical Appointments
   - Dental appointments
   - Pharmacy

4) Mental Health Services provided by physicians, nurses who provide mental health services, licensed social workers, chemical dependency counselors, licensed professional counselors and licensed marriage and family counselors

5) Nutritional (within Bradford County)
   - Adult congregate meal programs
   - Food stamp procurement
   - Grocery shopping

6) Social Service Agency (within Bradford County)
   - Public agency support services
   - Senior programs

Medical trips sponsored by the Transportation Disadvantaged Program will only be provided outside of Bradford County if the medical service is not available in Bradford County.
### Grant Agreement Service Rates

<table>
<thead>
<tr>
<th>Type of Service Transportation Mode</th>
<th>Unit of Measure</th>
<th>Cost Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Ambulatory</td>
<td>Passenger Mile</td>
<td>$2.01</td>
</tr>
<tr>
<td>* Wheel Chair</td>
<td>Passenger Mile</td>
<td>$3.45</td>
</tr>
<tr>
<td>* Stretcher</td>
<td>Passenger Mile</td>
<td>$7.19</td>
</tr>
<tr>
<td>Bus Pass – Daily</td>
<td>Pass</td>
<td>Enter $ Per Unit</td>
</tr>
<tr>
<td>Bus Pass – Weekly</td>
<td>Pass</td>
<td>Enter $ Per Unit</td>
</tr>
<tr>
<td>Bus Pass – Monthly</td>
<td>Pass</td>
<td>Enter $ Per Unit</td>
</tr>
<tr>
<td>On Demand Service (Mobility Enhancement Project)</td>
<td>Passenger Trip</td>
<td>$23.75</td>
</tr>
<tr>
<td>Additional Service Transportation Mode</td>
<td>Enter Unit of Measure</td>
<td>Enter $ Per Unit</td>
</tr>
<tr>
<td>Additional Service Transportation Mode</td>
<td>Enter Unit of Measure</td>
<td>Enter $ Per Unit</td>
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<tr>
<td>Additional Service Transportation Mode</td>
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<tr>
<td>Additional Service Transportation Mode</td>
<td>Enter Unit of Measure</td>
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<tr>
<td>Additional Service Transportation Mode</td>
<td>Enter Unit of Measure</td>
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<tr>
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<td>Enter Unit of Measure</td>
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<td>Enter Unit of Measure</td>
<td>Enter $ Per Unit</td>
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<td>Enter Unit of Measure</td>
<td>Enter $ Per Unit</td>
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<td>Enter Unit of Measure</td>
<td>Enter $ Per Unit</td>
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<td>Enter Unit of Measure</td>
<td>Enter $ Per Unit</td>
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<td>Enter Unit of Measure</td>
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</tr>
<tr>
<td>Additional Service Transportation Mode</td>
<td>Enter Unit of Measure</td>
<td>Enter $ Per Unit</td>
</tr>
</tbody>
</table>
## Transportation Disadvantaged Trust Fund

### Service Rates Form

**Community Transportation Coordinator (CTC):** Suwannee River Economic Council  
**Service Rate Effective Date:** 7/1/2019

<table>
<thead>
<tr>
<th>Type of Service Transportation Mode</th>
<th>Unit of Measure</th>
<th>Cost Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Ambulatory</td>
<td>Passenger Mile</td>
<td>$2.02</td>
</tr>
<tr>
<td>* Wheelchair</td>
<td>Passenger Mile</td>
<td>$3.47</td>
</tr>
<tr>
<td>* stretcher</td>
<td>Passenger Mile</td>
<td>Enter $ Per Unit</td>
</tr>
<tr>
<td>Bus Pass – Daily</td>
<td>Pass</td>
<td>Enter $ Per Unit</td>
</tr>
<tr>
<td>Bus Pass – Weekly</td>
<td>Pass</td>
<td>Enter $ Per Unit</td>
</tr>
<tr>
<td>Bus Pass – Monthly</td>
<td>Pass</td>
<td>Enter $ Per Unit</td>
</tr>
<tr>
<td>On Demand Service (Mobility Enhancement Project)</td>
<td>Passenger Trip</td>
<td>$23.75</td>
</tr>
</tbody>
</table>

**Additional Service Transportation Mode**

<table>
<thead>
<tr>
<th>Additional Service Transportation Mode</th>
<th>Enter Unit of Measure</th>
<th>Enter $ Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Service Transportation Mode</td>
<td>Enter Unit of Measure</td>
<td>Enter $ Per Unit</td>
</tr>
<tr>
<td>Additional Service Transportation Mode</td>
<td>Enter Unit of Measure</td>
<td>Enter $ Per Unit</td>
</tr>
<tr>
<td>Additional Service Transportation Mode</td>
<td>Enter Unit of Measure</td>
<td>Enter $ Per Unit</td>
</tr>
<tr>
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<td>Enter Unit of Measure</td>
<td>Enter $ Per Unit</td>
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<tr>
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<td>Enter Unit of Measure</td>
<td>Enter $ Per Unit</td>
</tr>
<tr>
<td>Additional Service Transportation Mode</td>
<td>Enter Unit of Measure</td>
<td>Enter $ Per Unit</td>
</tr>
<tr>
<td>Additional Service Transportation Mode</td>
<td>Enter Unit of Measure</td>
<td>Enter $ Per Unit</td>
</tr>
<tr>
<td>Additional Service Transportation Mode</td>
<td>Enter Unit of Measure</td>
<td>Enter $ Per Unit</td>
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<td>Enter Unit of Measure</td>
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</tr>
<tr>
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<td>Enter Unit of Measure</td>
<td>Enter $ Per Unit</td>
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<tr>
<td>Additional Service Transportation Mode</td>
<td>Enter Unit of Measure</td>
<td>Enter $ Per Unit</td>
</tr>
<tr>
<td>Additional Service Transportation Mode</td>
<td>Enter Unit of Measure</td>
<td>Enter $ Per Unit</td>
</tr>
<tr>
<td>Additional Service Transportation Mode</td>
<td>Enter Unit of Measure</td>
<td>Enter $ Per Unit</td>
</tr>
</tbody>
</table>
### Preliminary Information Worksheet

**CTC Name:** SUWANNEE RIVER ECONOMIC COUNCIL, INC.

**County (Service Area):** BRADFORD COUNTY

**Contact Person:** MATT PEARSON

**Phone #:** 386-362-4115 EXT 223

---

**Check Applicable Characteristic:**

**ORGANIZATIONAL TYPE:**
- Governmental
- Private Non-Profit
- Private For Profit

**NETWORK TYPE:**
- Fully Brokered
- Partially Brokered
- Sole Source
## Comprehensive Budget Worksheet

**Version 1.4**

**CTC:** SUWANNEE RIVER ECONOMIC COUNCIL, INC.
**County:** BRADFORD COUNTY

### 1. Complete applicable GREEN cells in columns 2, 3, 4, and 7.

<table>
<thead>
<tr>
<th>Prior Year's Actuals:</th>
<th>Current Year's Approved Budget, as amended on July 31, 2017</th>
<th>Upcoming Year's Proposed Budget as of June 30, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From January 1, 2017 to June 30, 2017</td>
<td>From July 1, 2017 to June 30, 2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### REVENUES

<table>
<thead>
<tr>
<th>Source of Revenue</th>
<th>Prior Year</th>
<th>Current Year</th>
<th>Upcoming Year</th>
<th>% Change From Prior Year to Current Year</th>
<th>% Change from Current Year to Upcoming Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toll Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Transit Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Appendix B - Cost/Revenue Allocation

Page B-4 - 37-
# Comprehensive Budget Worksheet

1. Complete applicable **GREEN** cells in columns 2, 3, 4, and 7

<table>
<thead>
<tr>
<th>Prior Years ACTUALS</th>
<th>Current Year APPROVED Budget as assessed from July 1st of 2017 to June 30th of 2018</th>
<th>Upcoming Year PROPOSED Budget from 2019 to June 30th of 2020</th>
<th>% Change from Prior Year to Current Year</th>
<th>% Change from Current Year to Upcoming Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

- **Office of Disability Determination**
- **Developmental Services**
- **Other ADO (specify in explanation)**
- **Bus Pass Program Revenue**

- **Operating Income**
- **Operating Expenses**
- **Balancing Revenue is Short By**

### Total Revenues

### EXpenditures

- **Operating Expenditures**
  - **Labor**
  - **Fringe Benefits**
  - **Services**
  - **Materials and Supplies**
  - **Utilities**
  - **Casualty and Liability**
  - **Taxes**
  - **Purchased Transportation**
  - **Purchased Bus Pass Expenses**
  - **School Bus Lease Expenses**
  - **Contracted Transportation Service**
  - **Other**
  - **Miscellaneous**

- **Operating Service - Principal & Interest**
- **Leases and Rentals**
- **Contrib. to Capital Equip. Replacement Fund**
- **In-Kind, Contributed Services**
- **Associated Indirect**

### Capital Expenditures
- **Equipment Purchases with Grant Funds**
- **Equipment Purchases with Local Revenue**
- **Equipment Purchases with State Generating Div/ Agency**
- **Capital Debt Service - Principal & Interest**

### Actual Year Gain

Total Expenditure = $431,198

---

- **Appendix B - Cost/Revenue Allocation**

- **BRADFORD COUNTY**

- **SUWANNEE RIVER ECONOMIC COUNCIL, INC.**

- **Transportation Disadvantaged Service Plan**
## Bradford County

### Transportation Disadvantaged Service Plan

#### Upcoming years' gOING TIB Revenues

<table>
<thead>
<tr>
<th>From July 1st of</th>
<th>To June 30th of</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>2020</td>
</tr>
</tbody>
</table>

#### What amount of the Budgeted Revenue COL 2 will be generated and the rate per unit determined for this spreadsheet? OR used to locate matching for these type revenues

- $26,690

#### What amount of the Subtotal Revenue COL 4 will come from funds to purchase equipment? OR will be used to match for the purchase of equipment

- $3

### REVENUES (CTC/Operators ONLY)

#### Local Non-Govt

<table>
<thead>
<tr>
<th>Source</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicaid-Cty Pay Received</td>
<td>$</td>
</tr>
<tr>
<td>Medicare Contributions</td>
<td>$</td>
</tr>
<tr>
<td>In Kind, Contributed Services</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$26,690</td>
</tr>
<tr>
<td>Bus Pass Program Revenue</td>
<td>$</td>
</tr>
</tbody>
</table>

#### Local Government

<table>
<thead>
<tr>
<th>Source</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>District School Board</td>
<td>$</td>
</tr>
<tr>
<td>Comp. AOA Services</td>
<td>$</td>
</tr>
<tr>
<td>City Cash</td>
<td>$</td>
</tr>
<tr>
<td>Other In Kind, Contributed Services</td>
<td>$</td>
</tr>
<tr>
<td>City Cash</td>
<td>$</td>
</tr>
<tr>
<td>Other In Kind, Contributed Services</td>
<td>$</td>
</tr>
<tr>
<td>Bus Pass Program Revenue</td>
<td>$</td>
</tr>
</tbody>
</table>

#### CTD

<table>
<thead>
<tr>
<th>Source</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal, Non-Sprint Trip Program</td>
<td>$134,879</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
</tr>
<tr>
<td>Bus Pass Program Revenue</td>
<td>$</td>
</tr>
</tbody>
</table>

#### USDOT & PDOT

<table>
<thead>
<tr>
<th>Source</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>49 USC 5207</td>
<td>$</td>
</tr>
<tr>
<td>49 USC 5311</td>
<td>$</td>
</tr>
<tr>
<td>49 USC 5312 (Operating)</td>
<td>$122,000</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
</tr>
<tr>
<td>Bus Pass Program Revenue</td>
<td>$</td>
</tr>
</tbody>
</table>

#### AHC

<table>
<thead>
<tr>
<th>Source</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicaid</td>
<td>$101,849</td>
</tr>
<tr>
<td>Other AHC</td>
<td>$</td>
</tr>
<tr>
<td>Bus Pass Program Revenue</td>
<td>$</td>
</tr>
</tbody>
</table>

#### DOF

<table>
<thead>
<tr>
<th>Source</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aging, Drug &amp; Mental Health</td>
<td>$</td>
</tr>
<tr>
<td>Family Services &amp; Preservation</td>
<td>$</td>
</tr>
<tr>
<td>Comm. Care Discharges &amp; Assist Serv</td>
<td>$</td>
</tr>
<tr>
<td>Other DOF</td>
<td>$</td>
</tr>
<tr>
<td>Bus Pass Program Revenue</td>
<td>$</td>
</tr>
</tbody>
</table>

#### DOH

<table>
<thead>
<tr>
<th>Source</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children's Medical Services</td>
<td>$</td>
</tr>
<tr>
<td>County Public Health</td>
<td>$</td>
</tr>
<tr>
<td>Other DOH</td>
<td>$</td>
</tr>
<tr>
<td>Bus Pass Program Revenue</td>
<td>$</td>
</tr>
</tbody>
</table>

#### DOE (state)

<table>
<thead>
<tr>
<th>Source</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carl Perkins</td>
<td>$</td>
</tr>
<tr>
<td>Drug War Service</td>
<td>$</td>
</tr>
<tr>
<td>Vocational Rehabilitation</td>
<td>$</td>
</tr>
<tr>
<td>Day Care Program</td>
<td>$</td>
</tr>
<tr>
<td>Other DOE</td>
<td>$</td>
</tr>
<tr>
<td>Bus Pass Program Revenue</td>
<td>$</td>
</tr>
</tbody>
</table>

#### AMD

<table>
<thead>
<tr>
<th>Source</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Waiver Task Board</td>
<td>$</td>
</tr>
<tr>
<td>AMD</td>
<td>$</td>
</tr>
<tr>
<td>Bus Pass Program Revenue</td>
<td>$</td>
</tr>
</tbody>
</table>

#### DSA

<table>
<thead>
<tr>
<th>Source</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Older Americans Act</td>
<td>$18,692</td>
</tr>
<tr>
<td>Community Care for Elderly</td>
<td>$</td>
</tr>
<tr>
<td>Other DSA</td>
<td>$</td>
</tr>
<tr>
<td>Bus Pass Program Revenue</td>
<td>$</td>
</tr>
</tbody>
</table>

#### DCA

<table>
<thead>
<tr>
<th>Source</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Services</td>
<td>$</td>
</tr>
<tr>
<td>Other DCA</td>
<td>$</td>
</tr>
<tr>
<td>Bus Pass Program Revenue</td>
<td>$</td>
</tr>
</tbody>
</table>
## Bradford County

### Transportation Disadvantaged Service Plan

<table>
<thead>
<tr>
<th>Upcoming Year's Budgeted Revenues</th>
<th>What amount of the Budgeted Revenue in col. 2 will be generated at the rate period determined by this spreadsheet? OR used as local match for these type revenues?</th>
<th>Budgeted Rate Subsidy Revenue Excluded from the Rate Base</th>
<th>What amount of the Subsidy Revenue in col. 4 will come from funds to purchase equipment, OR will be used as match for the purchase of equipment?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APD</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Office of Disability Determination</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Developmental Services</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other APD</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Bus Pass Program Revenue</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>DUI</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bus Pass Program Revenue</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Fed or State</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>XXX</td>
<td>$</td>
<td>-</td>
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<tr>
<td>XXX</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Bus Pass Program Revenue</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Other Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>XXX</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>XXX</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Bus Pass Program Revenue</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Balancing Revenue to Prevent Deficit</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Actual or Planned Use of Cash Reserve</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$ 488,129</td>
<td></td>
<td></td>
</tr>
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</table>

### EXPENDITURES (CTC/Operators ONLY)

#### Operating Expenditures

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>173,828</td>
<td></td>
</tr>
<tr>
<td>FICA Benefits</td>
<td>84,725</td>
<td></td>
</tr>
<tr>
<td>Services</td>
<td>16,804</td>
<td></td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>64,177</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>14,648</td>
<td></td>
</tr>
<tr>
<td>Casualty and Liability</td>
<td>24,669</td>
<td></td>
</tr>
<tr>
<td>Taxes</td>
<td>419</td>
<td></td>
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<tr>
<td>Purchased Transportation</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Purchased Bus Pass Expenses</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>School Bus Utilization Expenses</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Contracted Transportation Services</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>1,397</td>
<td></td>
</tr>
<tr>
<td>Operating Debt Service - Principal &amp; Interest</td>
<td>12,294</td>
<td></td>
</tr>
<tr>
<td>Leases and Rents</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Contr. to Capital Equip. Replacement Fund</td>
<td>154</td>
<td></td>
</tr>
<tr>
<td>In-Kind, Contributed Services</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Allocated Indirect</td>
<td>14,995</td>
<td></td>
</tr>
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</table>

#### Capital Expenditures

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equip. Purchases with Grant Funds</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Equip. Purchases with Local Revenue</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Equip. Purchases with Rate Generated Rev</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Capital Debt Service - Principal &amp; Interest</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

**Total Expenditures = $ 498,129**

**EXCLUDED Subsidy Revenue = $ 122,020**

**Budgeted Total Expenditures INCREASED IN Rate Base = $ 286,100**

**Rate Base Adjustment = $ 286,169**

---

**Appendix B - Cost/Revenue Allocation**

Page B-7
Bradford County
Transportation Disadvantaged Service Plan

Worksheet for Program-wide Rates

CTC: SUWANNEE RIVER Version 1.4
County: BRADFORD COUNTY

1. Complete Total Projected Passenger Miles and ONE-WAY Passenger Trips (GREEN cells) below

Do NOT include trips or miles related to Coordination Contractors!
Do NOT include School Board trips or miles UNLESS...........
**INCLUDE** all ONE-WAY passenger trips and passenger miles related to services you purchased from your transportation operators!
Do NOT include trips or miles for services provided to the general public/private pay UNLESS...
Do NOT include escort activity as passenger trips or passenger miles unless charged the full rate for service!
Do NOT include fixed route bus program trips or passenger miles!

<table>
<thead>
<tr>
<th>PROGRAM-WIDE RATES</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Projected Passenger Miles = 135,000</td>
<td>2019 - 2020</td>
</tr>
<tr>
<td>Rate Per Passenger Mile = $2.12</td>
<td></td>
</tr>
<tr>
<td>Total Projected Passenger Trips = 8,200</td>
<td></td>
</tr>
<tr>
<td>Rate Per Passenger Trip = $34.89</td>
<td>Avg. Passenger Trip Length = 16.5 Miles</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rates If No Revenue Funds Were Identified As Subsidy Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate Per Passenger Mile = $3.02</td>
</tr>
<tr>
<td>Rate Per Passenger Trip = $49.77</td>
</tr>
</tbody>
</table>

Once Completed, Proceed to the Worksheet entitled "Multiple Service Rates"

Vehicle Miles
The miles that a vehicle is scheduled to or actually travels from the time it pulls out from its garage to go into revenue service to the time it pulls in from revenue service.

Vehicle Revenue Miles (VRM)
The miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles exclude:

- Deadhead
- Operator training, and
- Vehicle maintenance testing, as well as
- School bus and charter services.

Passenger Miles (PM)
The cumulative sum of the distances ridden by each passenger.
**Worksheet for Multiple Service Rates**

1. Answer the questions by completing the GREEN cells starting in Section I for all services.
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers.

### SECTION I: Services Provided

1. Will the CTC be providing any of these Services to transportation disadvantaged passengers in the upcoming budget year?
   - Ambulatory: Yes [ ] No [ ]
   - Wheelchair: Yes [ ] No [ ]
   - Stretcher: Yes [ ] No [ ]
   - Group: Yes [ ] No [ ]

   [Go to Section II for Ambulatory Service] [Go to Section II for Wheelchair Service] [STOP Do NOT Complete Sections p. V for Stretcher Service] [STOP Do NOT Complete Sections p. V for Group Service]

### SECTION II: Contracted Services

1. Will the CTC be contracting out any of these Services TOTALLY in the upcoming budget year?
   - Ambulatory: Yes [ ] No [ ]
   - Wheelchair: Yes [ ] No [ ]
   - Stretcher: Yes [ ] No [ ]
   - Group: Yes [ ] No [ ]

   [Stop # 2. 3 & 4 and Go to Section III for Ambulatory Service] [Stop # 2. 3 & 4 and Go to Section III for Wheelchair Service] [Do Not Complete Section I for Stretcher Service] [Do Not Complete Section I for Group Service]

2. If you answered YES to #1 above, do you want to arrive at the billing rate by simply dividing the proposed contract amount by the projected Passenger Miles / passenger trips?
   - Ambulatory: Yes [ ] No [ ]
   - Wheelchair: Yes [ ] No [ ]
   - Stretcher: Yes [ ] No [ ]
   - Group: Yes [ ] No [ ]

3. If you answered YES to #1 & #2 above, how much is the proposed contract amount for the service?
   - Leave Blank

   Effective Rate for Contracted Services:
   - per Passenger Mile =
   - per Passenger Trip =

   [Go to Section III for Ambulatory Service] [Go to Section III for Wheelchair Service] [Do Not Complete Section I for Stretcher Service] [Do Not Complete Section I for Group Service]

4. If you answered #3 & want a Combined Rate per Trip PLUS a per Mile add-on for 1 or more services, INPUT the Desired per Trip Rate (but must be less than per trip rate in #3 above) =
   - Combination Trips and Mile Rate

   [Leaves Blank and Go to Section III for Ambulatory Service] [Leaves Blank and Go to Section III for Wheelchair Service] [Do Not Complete Section I for Stretcher Service] [Do Not Complete Section I for Group Service]
Worksheet for Multiple Service Rates

1. Answer the questions by completing the GREEN cells starting in Section I for all services.
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers.

SECTION III: Escort Service
1. Do you want to charge all escorts a fee? [Yes/No]
2. If you answered Yes to #1, do you want to charge the fee per passenger trip OR per passenger mile? [Pass. Trip/Pass. Mile]
3. If you answered Yes to #1 and completed #2, for how many of the projected Passenger Trips/Passenger Miles will a passenger be accompanied by an escort? [Leave Blank]
4. How much will you charge each escort? [Leave Blank]

SECTION IV: Group Service Loading
1. If the message "You Must Complete This Section" appears to the right, what is the projected total number of Group Service Passenger Miles? [Leave Blank]
2. And what is the projected total number of Group Vehicle Revenue Miles? [Leave Blank]

SECTION V: Rate Calculations for Multiple Services:
1. Input Projected Passenger Miles and Passenger Trips for each Service in the GREEN cells and the Rates for each Service will be calculated automatically.
2. Be sure to leave the service you answered NO in Section I, YES to question #2 in Section II.

<table>
<thead>
<tr>
<th>Service</th>
<th>RATES FOR FY: 2019 - 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ambul Wheel Chair</td>
</tr>
<tr>
<td></td>
<td>Stretch Chair</td>
</tr>
<tr>
<td></td>
<td>Stratcher</td>
</tr>
<tr>
<td></td>
<td>Group</td>
</tr>
<tr>
<td></td>
<td>Rate per Passenger Mile</td>
</tr>
<tr>
<td></td>
<td>$2.02 $0.47 $0.00 $0.00 $0.00</td>
</tr>
<tr>
<td></td>
<td>Rate per Passenger Trip</td>
</tr>
<tr>
<td></td>
<td>$2.54 $0.54 $0.00 $0.00 $0.00</td>
</tr>
</tbody>
</table>

Combination Trip and Mile Rate

<table>
<thead>
<tr>
<th>Service</th>
<th>RATES FOR FY: 2019 - 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ambul Wheel Chair</td>
</tr>
<tr>
<td></td>
<td>Stretch Chair</td>
</tr>
<tr>
<td></td>
<td>Stratcher</td>
</tr>
<tr>
<td></td>
<td>Group</td>
</tr>
<tr>
<td></td>
<td>Combination Rate per Trip</td>
</tr>
<tr>
<td></td>
<td>$5.00 $0.00 $0.00 $0.00 $0.00</td>
</tr>
</tbody>
</table>

Program Title:
Subsidy Rate
Subsidy Rate
Subsidy Rate
Subsidy Rate
July 2, 2019

TO: Bradford County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Bradford County Transportation Disadvantaged Coordinating Board Bylaws

RECOMMENDATION

Approve the Board’s Bylaws.

BACKGROUND

The Florida Commission for the Transportation Disadvantaged requires that the Board review and approve the Bylaws annually. Attached are the Board’s Bylaws for review and approval.

If you have any questions concerning the Bylaws, please contact me at extension 110.
Bylaws

July 9, 2019

Bradford County Transportation Disadvantaged Coordinating Board
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# Table of Contents

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J. Committees .............................................................................................................. 8
K. Amendments .......................................................................................................... 8
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Chapter I: Bradford County Transportation Disadvantaged Coordinating Board Bylaws

A. Preamble

The following sets forth the bylaws which shall serve to guide the proper functioning of the Bradford County Transportation Disadvantaged Coordinating Board. The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, and subsequent laws setting forth requirements for the coordination of transportation services to the transportation disadvantaged.

B. Agency Description

The Bradford County Transportation Disadvantaged Coordinating Board is a public body appointed by the North Central Florida Regional Planning Council serving as the Designated Official Planning Agency as authorized by Section 427.015, Florida Statutes.

C. Definitions

Transportation disadvantaged means those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in Section 411.202, Florida Statutes.

Agency means an official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit transportation service-providing agency.

Community Transportation Coordinator means a transportation entity recommended by a metropolitan planning organization, or by the appropriate designated official planning agency as provided for in Section 427.011, Florida Statutes in an area outside the purview of a metropolitan planning organization, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

Coordinating Board means an advisory entity in each designated service area composed of representatives appointed by the metropolitan planning organization or designated official planning agency, to provide assistance to the community transportation coordinator relative to the coordination of transportation services.

Coordination means the arrangement for the provision of transportation services to the transportation disadvantaged in a manner that is cost-effective, efficient and reduces fragmentation and duplication of services.
Designated Official Planning Agency means the official body or agency designated by the Commission to fulfill the functions of transportation disadvantaged planning in areas not covered by a Metropolitan Planning Organization. The Metropolitan Planning Organization shall serve as the designated official planning agency in areas covered by such organizations.

Designated Service Area means a geographical area recommended by a designated official planning agency, subject to approval by the Florida Commission for the Transportation Disadvantaged, which defines the community where coordinated transportation services will be provided to the transportation disadvantaged.

Florida Coordinated Transportation System means a transportation system responsible for coordination and service provisions for the transportation disadvantaged as outlined in Chapter 427, Florida Statutes.

Memorandum of Agreement is the state contract for transportation disadvantaged services purchased with federal, state or local government transportation disadvantaged funds. This agreement is between the Florida Commission for the Transportation Disadvantaged and the Community Transportation Coordinator and recognizes the Community Transportation Coordinator as being responsible for the arrangement of the provision of transportation disadvantaged services for a designated service area.

Transportation Disadvantaged Service Plan means an annually updated plan jointly developed by the Designated Official Planning Agency and the Community Transportation Coordinator which contains a development plan, service plan and quality assurance components. The plan shall be approved and used by the local Coordinating Board to evaluate the Community Transportation Coordinator.

### D. Name and Purpose

1. The name of the Coordinating Board shall be the Bradford County Transportation Disadvantaged Coordinating Board, hereinafter referred to as the Board.

2. The purpose of the Board is to identify local service needs and provide information, advice and direction to the Community Transportation Coordinator on the provision of services to the transportation disadvantaged within the designated service area. In general, the Board is considered an advisory body (Section 427.0157, Florida Statutes).

### E. Membership

1. Voting Members. In accordance with Section 427.0157, Florida Statutes, all voting members of the Board shall be appointed by the Designated Official Planning Agency. The Designated Official Planning Agency for Bradford County is the North Central Florida Regional Planning Council.

   a. An elected official from the service area which the Board serves shall be appointed to the Board.

   b. A local representative of the Florida Department of Transportation;

   c. A local representative of the Florida Department of Children and Family Services;
(d) A local representative of the Public Education Community which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office or Headstart Program in areas where the School District is responsible;

(e) In areas where they exist, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education;

(f) A person recommended by the local Veterans Service Office representing the veterans of the service area;

(g) A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in the service area;

(h) A person over age sixty (60) representing the elderly in the service area;

(i) A person with a disability representing the disabled in the service area;

(j) Two citizen advocate representatives in the service area; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation;

(k) A local representative for children at risk;

(l) In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit System’s Board, except in cases where they are also the Community Transportation Coordinator;

(m) A local representative of the Florida Department of Elder Affairs;

(n) An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non profit representative shall be appointed, except where said representative is also the Community Transportation Coordinator;

(o) A local representative of the Florida Agency for Health Care Administration;

(p) A representative of the Regional Workforce Development Board established in Chapter 445, Florida Statutes; and

(q) A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community based services, etc.

(r) A local representative of the Florida Agency for Persons with Disabilities.
(5) No employee of a Community Transportation Coordinator shall serve as a voting member of the Coordinating Board in an area where the Community Transportation Coordinator serves. However, an elected official serving as a member of the Community Transportation Coordinator’s Board of Directors, or other governmental employees that are not employed for the purpose of making provisions for transportation and are not directly supervised by the Community Transportation Coordinator, shall not be precluded from serving as voting members of the Coordinating Board.

It is the intent of the Florida Commission for the Transportation Disadvantaged for the membership of the Board to represent to the maximum extent possible a cross section of their local community.

(2) Alternate Members. The North Central Florida Regional Planning Council may appoint one alternate member to represent appointed voting members in their absence. Alternate members may vote only in the absence of the voting member on a one-vote-per-member basis. Alternate members must be a representative of the same interest as the primary member.

(3) Terms of Appointment. Except for the Chair, non-agency members of the Board shall be appointed for three-year staggered terms with initial membership being appointed equally for one, two and three years. The Chair shall serve until elected term of office has expired or otherwise replaced by the North Central Florida Regional Planning Council. There are no limits to the number of terms served by any member of the Board.

(4) Termination of Membership. Any member of the Board may resign at any time. Each member of the Board is expected to demonstrate his/her interest in the Board's activities through attendance of the scheduled meetings, except for reasons of an unavoidable nature. The North Central Florida Regional Planning Council shall review, and consider rescinding, the appointment of any voting member of the Board who fails to attend three consecutive meetings.

F. Officers

(1) Chair. The North Central Florida Regional Planning Council shall appoint an official Chair for all Board meetings. The appointed Chair shall be an elected official from the designated service area that the Board serves (41-2.012(1), Florida Administrative Code). For a multi-county Board, the Chair shall be from one of the counties in the designated service area. The Chair shall serve until their elected term of office has expired or otherwise replaced by the North Central Florida Regional Planning Council. The Chair shall preside at all meetings.

(2) Vice-Chair. The Board shall hold an organizational meeting each year for the purpose of electing a Vice-Chair (41-2.012(2) Florida Administrative Code). The Vice-Chair shall be elected by a majority vote of a quorum of the members of the Board present and voting at the organizational meeting. The Vice-Chair shall serve a term of one year starting with the first meeting after their election. For a multi-county Board, an elected official not serving as the Chair shall serve as Vice-Chair. In the event of the Chair’s absence, the Vice-Chair shall assume the duties of the Chairperson and conduct the meeting. The Vice-Chair may serve more than one term.
G. **Meetings**

(1) **Regular Meetings.** The Board shall meet at least quarterly. The Board may meet as often as necessary to fulfill its responsibilities as set forth in Section 427.0157, Florida Statutes. Business meetings of the Board may be called, rescheduled, postponed or cancelled for any appropriate purpose by the Chair. All meetings will function under the “Government in the Sunshine Law.” All meetings will provide opportunity for public comments on the agenda. The Board shall conduct business using parliamentary procedures according to Roberts Rules of Order.

(2) **Emergency Meetings.** The Board may hold emergency meetings in order to transact business necessary to ensure the continuation of services to the transportation disadvantaged population. Special meetings may be called by the Chair or by 1/3 of the Board’s voting membership.

North Central Florida Regional Planning Council staff shall give the Florida Commission for the Transportation Disadvantaged, Board members and all interested parties one week notice, if possible, of the date, time, location and proposed agenda for the emergency meeting. Meeting materials shall be provided as early as possible. Emergency meetings shall be advertised at a minimum, in the largest general circulation newspaper in the designated service area as soon as possible prior to the meeting.

(3) **Special Meetings.** Special meetings of the Board may be called for any appropriate purpose by the Chair or by written request of at least seven (7) voting members of the Board. Special meetings of the Board may be rescheduled, postponed or cancelled for any appropriate purpose by the Chair.

(4) **Public Workshop.** The Board shall hold a public workshop annually. Public workshops may be called, rescheduled, postponed or cancelled for any appropriate purpose by the Chair.

(5) **Notice of Regular and Special Meetings.** Notices and tentative agendas shall be provided to the Florida Commission for the Transportation, Board members and other interested parties at least two weeks prior to each Board meeting. Meeting notices shall include the date, time, location, general nature/subject of the meeting, a contact person and phone number to call for additional information and to request accessible formats.

The North Central Florida Regional Planning Council shall provide the agenda and meeting package to the Florida Commission for the Transportation Disadvantaged, Board members and all other interested parties prior to the meeting. The agenda shall include a public participation opportunity.

(6) **Quorum.** At all meetings of the Board, the presence in person of 40 percent of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum, those present may, without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum shall be present. At any such recessed meeting, any business may be transacted which might have been transacted at the meeting as originally called. In the absence of a quorum, the members present may also elect to either:

a) Cancel and reschedule the meeting; or

b) Continue to meet and discuss agenda items for informational purposes only. Agenda items that require formal action shall be presented at a future meeting where a quorum is present.
Board members can participate (and vote) in meetings via conference call, however, a physical quorum must be present to vote on agenda items that require formal action.

(7) Voting. At all meetings of the Board at which a quorum is present, all matters, except as otherwise expressly required by law or these Bylaws, shall be decided by the vote of a majority of the members of the Board present. As required by Section 286.012, Florida Statutes, all Board members, including the Chair of the Board, must vote on all official actions taken by the Board except when there appears to be a possible conflict of interest with a member or members of the Board.

(8) Voting Conflicts. In accordance with Chapter 112.3143(2)(a), Florida Statutes, "A state public officer may not vote on any matter that the officer knows would inure to his or her special private gain or loss. Any state public officer who abstains from voting in an official capacity upon any measure that the officer knows would inure to the officer's special private gain or loss, or who votes in an official capacity on a measure that he or she knows would inure to the special private gain or loss of any principal by whom the officer is retained or to the parent organization or subsidiary of a corporate principal by which the officer is retained other than an agency as defined in s. 112.312(2); or which the officer knows would inure to the special private gain or loss of a relative or business associate of the public officer, shall make every reasonable effort to disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes. If it is not possible for the state public officer to file a memorandum before the vote, the memorandum must be filed with the person responsible for recording the minutes of the meeting no later than 15 days after the vote."

(9) Proxy Voting. Proxy voting is not permitted.

(10) Parliamentary Procedures. The Board will conduct business using parliamentary procedures according to Robert's Rules of Order, except when in conflict with these Bylaws.

(11) Attendance. The North Central Florida Regional Planning Council shall review, and consider rescinding, the appointment of any voting member of the Board who fails to attend three consecutive meetings. The North Central Florida Regional Planning Council shall notify the Florida Commission for the Transportation Disadvantaged if any state agency voting member or their alternate fails to attend three consecutive meetings. The North Central Florida Regional Planning Council must maintain an attendance roster for each meeting. Board members can participate (and vote) at meetings via conference call, however, a physical quorum must be present to vote on action items.

H. Administration

(1) Staff Support. The North Central Florida Regional Planning Council shall provide the Board with sufficient staff support and resources to enable the Board to fulfill its responsibilities as set forth in Section 427.0157, Florida Statutes. These responsibilities include providing sufficient staff to manage and oversee the operations of the Board and assist in the scheduling of meetings, preparing meeting agenda packets and other necessary administrative duties as required by the Board within the limits of the resources available.
(2) Minutes. The North Central Florida Regional Planning Council is responsible for maintaining an official set of minutes for each Board meeting regardless of the presence of a quorum. The minutes shall be prepared in a reasonable time following the meeting and shall include an attendance roster indicating what agency, organization or position each member represents and reflect a summary of official actions taken by the Board. Meeting minutes shall be provided at the next regularly scheduled Board meeting for approval.

I. Duties

(1) Board Duties. The following Board duties are set forth in Chapter 427, Florida Statutes and Rule 41-2, Florida Administrative Code.

(a) Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Florida Commission for the Transportation Disadvantaged.

(b) Review and approve the Memorandum of Agreement and Transportation Disadvantaged Service Plan.

(c) Annually evaluate the Community Transportation Coordinator’s performance in general and relative to Florida Commission for the Transportation Disadvantaged and local standards as referenced in Rule 41-2.006, Florida Administrative Code, and the performance results of the most recent Transportation Disadvantaged Service Plan. As part of the Community Transportation Coordinator’s performance, the Board shall also set an annual percentage goal increase for the number of trips provided within the system for ridership on public transit, where applicable. In areas where the public transit is being utilized, the Board shall set an annual percentage of the number of trips to be provided on public transit. The Florida Commission for the Transportation Disadvantaged shall provide evaluation criteria for the Board to use relative to the performance of the Community Transportation Coordinator. This evaluation shall be submitted to the Florida Commission for the Transportation Disadvantaged upon approval by the Board.

(d) In cooperation with the Community Transportation Coordinator, review all applications for local, state or federal funds relating to transportation of the transportation disadvantaged in the service area to ensure that any expenditures within the county are provided in the most cost effective and efficient manner.

(e) Review coordination strategies for service provision to the transportation disadvantaged in the service area to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours and types of service in an effort to increase ridership to a broader population. Such strategies should also encourage multi-county and regional transportation service agreements between area Community Transportation Coordinators and consolidation of adjacent counties when it is appropriate and cost effective to do so.

(f) Working with the Community Transportation Coordinator, jointly develop applications for funds that may become available.

(g) Assist the Community Transportation Coordinator in establishing eligibility guidelines and trip priorities for trips that are purchased with Transportation Disadvantaged Trust Funds.
(h) Annually review coordination contracts to advise the Community Transportation Coordinator whether the continuation of said contract provides the most cost effective and efficient transportation available.

(i) Annually review all transportation operator contracts as to the effectiveness and efficiency of the transportation operator and recommend approval or disapproval of such contracts to the Community Transportation Coordinator.

(j) Annually hold a public workshop for the purpose of receiving input regarding unmet transportation needs or any other areas that relate to the local transportation services provided under Florida’s Transportation Disadvantaged Program in Bradford County.

(k) Annually review the Annual Operations Report.

J. Committees

The Chair subject to approval by the Board shall appoint a Grievance Committee to process and investigate complaints from agencies, users, transportation operators and potential users of the system in the designated service area. The Grievance Committee shall make recommendations to the Board or to the Florida Commission for the Transportation Disadvantaged for improvement of service. The Board shall establish a process and procedures to provide regular opportunities for issues to be brought before the Grievance Committee and to address them in a timely manner. Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process including the publishing of the Florida Commission for the Transportation Disadvantaged’s Transportation Disadvantaged Helpline service when local resolution has not occurred. When requested, all materials shall be made available in accessible format. Members appointed to the Grievance Committee shall be voting members of the Board. If a Grievant claims a conflict between the Grievant and a Grievance Committee member, the Grievance Committee member identified as having a conflict shall recuse themselves from hearing the grievance.

Additional committees shall be appointed by the Chair, subject to approval by the Board, as necessary to investigate and report on specific subject areas of interest to the Board and to deal with administrative and legislative procedures.

K. Amendments

These Bylaws may be amended by a majority vote of members present at regular meetings.
L. Certification

The undersigned hereby certifies that he/she is the Chair of the Bradford County Transportation Disadvantaged Coordinating Board and that the foregoing is a full, true and correct copy of the Bylaws of this Board as adopted by the Bradford County Transportation Disadvantaged Coordinating Board the 9th day of July 2019.

Daniel Riddick, Chair
Bradford County Transportation Disadvantaged Coordinating Board
Bradford County Transportation Disadvantaged Coordinating Board

Bylaws Team

Scott R. Koons, AICP, Executive Director

* Lynn Franson-Godfrey, AICP, Senior Planner

* Primary Responsibility
Bradford County
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place, Gainesville, FL 32653-1603

www.ncfrpc.org/td
July 2, 2019

TO: Bradford County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Bradford County Transportation Disadvantaged Coordinating Board Grievance Procedures

RECOMMENDATION

Approve the Board’s Grievance Procedures.

BACKGROUND

The Florida Commission for the Transportation Disadvantaged requires that the Board review and approve the Grievance Procedures annually. Attached are the Board’s Grievance Procedures for review and approval.

If you have any questions concerning the Grievance Procedures, please contact me at extension 110.

Attachment

t:\lynn\td2019\bradford\memos\gp.docx
Grievance Procedures

July 9, 2019

Bradford County
Transportation Disadvantaged Coordinating Board
Bradford County
Transportation Disadvantaged Coordinating Board

Grievance Procedures

Approved by the
Bradford County
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org/mtpo
352.955.2000

Danny Riddick, Chair

with Assistance from
North Central Florida Regional Planning Council
2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org
352.955.2200

July 9, 2019
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Chapter I: Bradford County Transportation Disadvantaged Coordinating Board Grievance Procedures

A. Preamble

The following sets forth the procedures for the Bradford County Transportation Disadvantaged Coordinating Board to address grievances from agencies, users, potential users, sub-contractors, and other interested parties concerning Florida's Coordinated Transportation System.

B. Agency Description

The Bradford County Transportation Disadvantaged Coordinating Board, herein after referred to as the Board, is a public body appointed by the North Central Florida Regional Planning Council serving as the Designated Official Planning Agency as authorized by Section 427.015, Florida Statutes.

C. Definitions

Transportation disadvantaged means those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in Section 411.202, Florida Statutes.

Agency means an official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit transportation service-providing agency.

Community Transportation Coordinator means a transportation entity recommended by a metropolitan planning organization, or by the appropriate designated official planning agency as provided for in Section 427.011, Florida Statutes in an area outside the purview of a metropolitan planning organization, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

Coordinating Board means an advisory entity in each designated service area composed of representatives appointed by the metropolitan planning organization or designated official planning agency, to provide assistance to the community transportation coordinator relative to the coordination of transportation services.

Coordination means the arrangement for the provision of transportation services to the transportation disadvantaged in a manner that is cost-effective, efficient and reduces fragmentation and duplication of services.
Designated Official Planning Agency means the official body or agency designated by the Commission to fulfill the functions of transportation disadvantaged planning in areas not covered by a Metropolitan Planning Organization. The Metropolitan Planning Organization shall serve as the designated official planning agency in areas covered by such organizations.

Designated Service Area means a geographical area recommended by a designated official planning agency, subject to approval by the Florida Commission for the Transportation Disadvantaged, which defines the community where coordinated transportation services will be provided to the transportation disadvantaged.

Florida's Coordinated Transportation System means a transportation system responsible for coordination and service provisions for the transportation disadvantaged as outlined in Chapter 427, Florida Statutes.

Grievance means a written complaint to document any concerns regarding the operation or administration of services provided by Florida's Coordinated Transportation System by the Community Transportation Coordinator, subcontracted transportation operators, the Designated Official Planning Agency, or the Board. A grievance may also be a service complaint that has been left unresolved for more than 45 days.

Memorandum of Agreement is the state contract for transportation disadvantaged services purchased with federal, state or local government transportation disadvantaged funds. This agreement is between the Florida Commission for the Transportation Disadvantaged and the Community Transportation Coordinator and recognizes the Community Transportation Coordinator as being responsible for the arrangement of the provision of transportation disadvantaged services for a designated service area.

Service complaint means routine incidents that occur on a daily basis, are reported to the driver or dispatcher, or to other individuals involved with the daily operations, and are resolved within the course of a reasonable time period suitable to the complainant. All service complaints shall be recorded and a summary of complaints should be provided by the Community Transportation Coordinator on a quarterly basis, to the Board.

Transportation Disadvantaged Service Plan means an annually updated plan jointly developed by the Designated Official Planning Agency and the Community Transportation Coordinator which contains a development plan, service plan and quality assurance components. The plan shall be approved and used by the local Coordinating Board to evaluate the Community Transportation Coordinator.

D. Purpose

(1) The Board shall appoint a Grievance Committee to serve as a mediator to process, and investigate complaints from agencies, users, potential users of the system and the Community Transportation Coordinator in the designated service area, and make recommendations to the Board for the improvement of service.

(2) The Board shall establish procedures to provide regular opportunities for issues to be brought before the Grievance Committee and to address them in a timely manner. Members appointed to the Grievance Committee shall be voting members of the Board.
The Bradford County Transportation Disadvantaged Coordinating Board

Grievance Procedures

(3) The Grievance Committee and the Board shall have the authority to hear and advise on grievances. When an entity makes a determination of the rights, duties, privileges, benefits, or legal relationships of a specified person or persons, it is exercising "adjudicative" or "determinative" powers. Deciding a grievance between two independent parties may fall within these parameters, depending on the nature of the grievance. Chapter 427, Florida Statutes grants no adjudicative powers to anyone.

E. Membership

(1) The Bradford County Transportation Disadvantaged Coordinating Board Chair shall appoint five (5) voting members to a Grievance Committee. The membership of the Grievance Committee shall include broad geographic representation from members of the local Coordinating Board representing the counties in the service area.

(2) Term limits on the Grievance Committee may coincide with term limits on the Board.

F. Officers

(1) The Grievance Committee shall elect a Chair and Vice-Chair.

G. Meetings

(1) The Grievance Committee may meet as often as necessary to fulfill their responsibilities. Meetings may be called, rescheduled, postponed or cancelled for any appropriate purpose by the Chair. The Grievance Committee may meet following Board meetings to hear complaints and grievances. All meetings will function under the "Government in the Sunshine Law." All meetings will provide opportunity for public comments on the agenda.

(2) Notice of Meetings. Notices and tentative agendas shall be provided to the Florida Commission for the Transportation, Committee members and other interested parties at least two weeks prior to the meeting. Meeting notices shall include the date, time, location, general nature/subject of the meeting, a contact person and phone number to call for additional information and to request accessible formats.

(3) Quorum. At all meetings of the Grievance Committee, the presence in person of a majority of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum, those present may, without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum shall be present. At any such recessed meeting, any business may be transacted which might have been transacted at the meeting as originally called.

(4) Voting. A majority vote is required for actions by the Grievance Committee. As required by Section 286.012, Florida Statutes, all Grievance Committee members, including the Chair, must vote on all official actions taken by the Grievance Committee except when there appears to be a possible conflict of interest with a member or members of the Grievance Committee.
Conflict of Interest. In accordance with Chapter 112 (Part III), Florida Statutes, "No county, municipal, or other public office shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer know would inure to the special private gain or loss of a principal by whom he or she is retained, of the parent organization or subsidiary of a corporate principal which he or she is retained, of a relative or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Ethics Commission Form 88 with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter."

In cases where a grievance involves the private or personal interests of a member of the Grievance Committee, such member shall be disqualified from hearing such grievance. If a Grievant claims a conflict between the Grievant and a Grievance Committee member, the Grievance Committee member identified as having a conflict shall recuses themselves from hearing the grievance. No member of the Grievance Committee shall appear before the Grievance Committee as an agent or attorney for any person.

Proxy Voting. Proxy voting is not permitted.

Parliamentary Procedures. The Grievance Committee will conduct business using parliamentary procedures according to Robert's Rules of Order, except when in conflict with these Grievance Procedures.

H. Administration

Staff Support. The North Central Florida Regional Planning Council shall provide the Grievance Committee with sufficient staff support and resources to enable the Grievance Committee to fulfill their responsibilities.

Minutes. The North Central Florida Regional Planning Council is responsible for maintaining an official set of minutes for each Grievance Committee meeting.

I. Duties

The Grievance Committee shall make recommendations to the Board, the Community Transportation Coordinator, and/or to the Florida Commission for the Transportation Disadvantaged for improvement of service.

J. Procedures

The grievance procedures shall be open to addressing concerns by any person or agency including but not limited to: purchasing agencies, users, potential users, private-for-profit operators, private-nonprofit operators, Community Transportation Coordinators, Designated Official Planning Agencies, elected officials, and drivers. The grievant, in their formal complaint, should demonstrate or establish their concerns as clearly as possible.
(2) The Board must make a written copy of the grievance procedures available to anyone, upon request. All documents pertaining to the grievance process will be made available, upon request, in accessible format. The following procedures are established to provide regular opportunities for grievances to be brought before the Grievance Committee.

(3) Should an interested party wish to file a grievance with the Board, that grievance must be filed in writing within ninety (90) days after the occurrence of the event giving rise to the grievance. The grievance shall be sent to:

Bradford County Transportation Disadvantaged Coordinating Board
Grievance Committee
2009 N.W. 67th Place
Gainesville, FL 32653-1603

(4) If requested, the North Central Florida Regional Planning Council staff will provide assistance to individuals in preparing written grievances.

(5) The grievance should try to demonstrate or establish a clear violation of a specific law, regulation, or contractual arrangement. Copies of pertinent laws and regulations may be obtained from North Central Florida Regional Planning Council staff.

(6) The grievance shall include:

a. the name, address and telephone number of the Complainant;

b. a statement of the grounds for the grievance and be supplemented by supporting documentation, made in a clear and concise manner; and

c. an explanation by the Complainant of the improvements needed to address the complaint.

(7) If the Board receives a grievance pertaining to the operation of services by the Community Transportation Coordinator, that grievance shall be forwarded to the Community Transportation Coordinator for a written response. The Community Transportation Coordinator’s written response shall be provided to the Grievance Committee at least one week prior to the Grievance Committee meeting to hear such grievance.

(8) If the Complainant does not want to be contacted by the Community Transportation Coordinator concerning the grievance before the grievance is heard, the Community Transportation Coordinator is prohibited from contacting the Complainant.

(9) Within fifteen (15) working days following the date of receipt of the formal grievance, North Central Florida Regional Planning Council staff shall advise the Grievance Committee of the grievance to schedule a hearing on the grievance and inform the Complainant of the hearing date.

(10) The Grievance Committee shall meet to hear the grievance within forty-five (45) calendar days from the date of receipt of the grievance.

(11) North Central Florida Regional Planning Council staff shall send notice of the Grievance Committee’s scheduled hearing in writing to the local newspaper of greatest circulation, the Complainant and other interested parties.
(12) All involved parties have a right to present their views to the Grievance Committee, either orally or in writing. In addition, all parties may present evidence. The Community Transportation Coordinator shall provide transportation to and from Grievance Committee meetings at no charge to complainants who cannot transport themselves to the meetings.

(13) A written report and any recommendations of the Grievance Committee shall be provided to the Board. A copy of this report shall be provided to the concerned parties within ten (10) working days after the hearing on the grievance and no more than sixty (60) calendar days from the date of receipt of the formal grievance. The Grievance Committee's recommendation will stand unless the recommendation is changed by the Board.

(14) A written report shall also be provided to the Community Transportation Coordinator's Governing Board.

K. Appeals

(1) Appeals of recommendations by the Grievance Committee to the Board shall be made within twenty (20) working days from the date when the Grievance Committee makes a recommendation regarding a grievance. The appeal shall be mailed to:

Bradford County Transportation Disadvantaged Coordinating Board
2009 N.W. 67th Place
Gainesville, FL 32653-1603

(2) The Complainant will be notified in writing of the date, time and place of the Board meeting where the appeal will be heard. This written notice will be mailed at least ten (10) calendar days in advance of the meeting.

(3) The Board will meet to hear the appeal and render its recommendation within thirty (30) calendar days of the date the appeal was filed. A written copy of the recommendation will be mailed to all parties involved within ten (10) calendar days of the date of the recommendation.

(4) Should a Complainant remain dissatisfied with the Board's decision, he or she may contact the Florida Commission for the Transportation Disadvantaged at the following address:

Florida Commission for the Transportation Disadvantaged
605 Suwannee Street, MS-49
Tallahassee, FL 32399-0450

(5) The Florida Commission for the Transportation Disadvantaged also has an Ombudsman Program to assist individuals with complaints. The toll-free Ombudsman Hotline is 1-800-983-2435. Chapter 427, Florida Statutes does not expressly confer the power or authority for the Florida Commission for the Transportation Disadvantaged to "hear and determine" a grievance between two (2) third parties. The Florida Commission for the Transportation Disadvantaged may choose to listen to grievances and it can investigate them from a fact-finding perspective. It cannot be the "judge" or "arbiter" of the grievance in the sense of determining that one party's version of the facts is right and the other is wrong, and order the wrong party to somehow compensate the right party. On the other hand, the grievance may bring to light a problem within "the system."
(6) If the grievance showed that one (1) of the parties with whom the Florida Commission for the Transportation Disadvantaged contracts was acting so aberrantly as to not be in compliance with its contract, the Florida Commission for the Transportation Disadvantaged could exercise whatever contractual rights it has to correct the problem.

(7) The Florida Commission for the Transportation Disadvantaged may take part in the grievance process, if it wants to, for purposes of listening to the grieving parties and gathering the facts of the matter. It may not decide the grievance, where doing so would amount to an exercise of adjudicative powers.

L. **Suspension Reconsideration**

(1) If a rider has been issued a notice of suspension of service by the Community Transportation Coordinator, they have ten (10) calendar days from the date of issuance of suspension notice to request a reconsideration hearing on the suspension. If a reconsideration hearing is requested, the hearing will be held by the Grievance Committee if the suspension involves transportation provided under Florida's Transportation Disadvantaged Program.

(2) The written request must include the name, address and telephone number of the person who is requesting the hearing and a statement as to why his or her riding privileges should not be suspended. If the request is not received within ten (10) calendar days from the issue date of the suspension, then the suspension becomes effective ten (10) calendar days from the date of issue.

(3) Upon receipt of letter requesting the reconsideration hearing, a hearing shall be held within ten (10) working days. The North Central Florida Regional Planning Council will advise the person requesting the reconsideration hearing by return correspondence of the date, time and location of the hearing.

(4) The suspended rider will be given the opportunity to present the reasons why they believe the suspension should not take place. The Grievance Committee will make a recommendation whether or not to uphold the suspension. A written statement of the decision whether or not to uphold the suspension shall be forwarded by certified mail within two (2) working days by the Community Transportation Coordinator to the suspended rider requesting the reconsideration.

M. **Prohibition Against Retaliation**

The Community Transportation Coordinator shall not take any punitive action against an individual who files a grievance. No individual shall be denied Transportation Disadvantaged Program services because such individual has filed a grievance related to Florida's Transportation Disadvantaged Program or has testified or is about to testify in any such proceeding or investigation related to Florida's Transportation Disadvantaged Program.

N. **Alternative Recourse**

Apart from these grievance processes, aggrieved parties with proper standing, may also have recourse through Chapter 120, Florida Statutes, administrative hearings process or the judicial court system.
O. Certification

The undersigned hereby certifies that he/she is the Chair of the Bradford County Transportation Disadvantaged Coordinating Board and that the foregoing is a full, true and correct copy of the Grievance Procedures of this Board as adopted by the Bradford County Transportation Disadvantaged Coordinating Board the 9th day of July 2019.

Danny Riddick, Chair
Bradford County Transportation Disadvantaged Coordinating Board
Bradford County Transportation Disadvantaged Coordinating Board

Grievance Procedures Team

Scott R. Koons, AICP, Executive Director

* Lynn Franson-Godfrey, AICP, Senior Planner

* Primary Responsibility
July 2, 2019

TO: Bradford County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Suwannee River Economic Council - Operations Reports

RECOMMENDATION

No action required. This agenda item is for information only.

BACKGROUND

Attached are the following reports for the Board’s review:

2. Transportation Disadvantaged Program Fiscal Year 2018/19 Trip & Equipment Grant Report;
3. January - March 2019 Complaint/Commendation Report; and

If you have any questions regarding the attached reports, please do not hesitate to contact me.

Attachments

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</tbody>
</table>

Source: Suwannee River Economic Council, Inc.
Suwannee River Economic Council
Rates:
Ambulatory: $2.01 per passenger mile
Wheelchair: $3.45 per passenger mile
Stretcher: $7.19 per passenger mile

TRANSPORTATION DISADVANTAGED PROGRAM
2018/19 TRIP & EQUIPMENT GRANT SUMMARY
BRADFORD COUNTY

<table>
<thead>
<tr>
<th>MONTH/YEAR</th>
<th>ALLOCATION</th>
<th>STATE FUNDS SPENT</th>
<th>STATE FUNDS REMAINING</th>
<th>NUMBER OF TRIPS</th>
<th>AVERAGE COST PER TRIP</th>
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<tbody>
<tr>
<td>Jul-18</td>
<td>$300,645.00</td>
<td>$26,780.76</td>
<td>$273,864.24</td>
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<td>$35.85</td>
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<td>Aug-18</td>
<td>-</td>
<td>$38,994.45</td>
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<td>$201,181.98</td>
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<td>$38,282.04</td>
<td>$162,899.94</td>
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<td>-</td>
<td>$26,699.16</td>
<td>$136,200.78</td>
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<td>Dec-18</td>
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<td>$25,429.95</td>
<td>$110,770.83</td>
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<td>$16,514.85</td>
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<td>$14,010.06</td>
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<td>$235,986.66</td>
<td>-</td>
<td>5,646</td>
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Source: Suwannee River Economic Council, Inc.
## BRADFORD COUNTY
### QUARTERLY SUMMARY OF SERVICE COMPLAINTS/COMMENDATIONS
#### JANUARY - MARCH 2019

<table>
<thead>
<tr>
<th>TYPE OF COMPLAINT</th>
<th>Suwannee River Economic Council</th>
<th>Resolved</th>
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<tbody>
<tr>
<td>Vehicle Condition</td>
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<td>Driver's Behavior</td>
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<td>Client Behavior</td>
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<tr>
<td>Tardiness - Late pickup</td>
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<tr>
<td>Tardiness - Late dropoff</td>
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<tr>
<td>No Show by Operator</td>
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<tr>
<td>Dispatch/Scheduling</td>
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<tr>
<td>Service Denial</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>-</td>
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<tr>
<td>TOTALS</td>
<td>0</td>
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<tr>
<td>COMMENDATIONS</td>
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Source: Suwannee River Economic Council, Inc.
## BRADFORD COUNTY
### UNMET TRANSPORTATION NEEDS
#### JANUARY - MARCH 2019

<table>
<thead>
<tr>
<th>REASON FOR TRIP DENIAL</th>
<th>NUMBER OF TRIP DENIALS</th>
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</thead>
<tbody>
<tr>
<td>Lack of Funding</td>
<td>0</td>
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<tr>
<td>Trip Purpose</td>
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<tr>
<td>Out of Service Area Trip</td>
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<tr>
<td>Insufficient Advance Notice</td>
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<tr>
<td>After Hours Trip Request</td>
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<tr>
<td>Weekend Trip Request</td>
<td>0</td>
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<tr>
<td>Other</td>
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<tr>
<td><strong>TOTALS</strong></td>
<td><strong>0</strong></td>
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Source: Suwannee River Economic Council, Inc.
## ATTENDANCE RECORD
**BRADFORD COUNTY**  
**TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

<table>
<thead>
<tr>
<th>MEMBER/ORGANIZATION</th>
<th>NAME</th>
<th>7/10/18</th>
<th>10/9/18</th>
<th>1/8/19</th>
<th>4/9/19</th>
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</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Commissioner Danny Riddick</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>A</td>
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<tr>
<td>Florida Department of Transportation</td>
<td>Sandra Collins</td>
<td>P</td>
<td>A</td>
<td>A</td>
<td>P</td>
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<tr>
<td>Alternate Member</td>
<td>Lauren Adams</td>
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<tr>
<td>Florida Department of Children and Families</td>
<td>John Wisker</td>
<td>A</td>
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<tr>
<td>Alternate Member</td>
<td>Nakiesha Thompson</td>
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<tr>
<td>Agency for Health Care Administration</td>
<td>Deweeco Ogden</td>
<td>P</td>
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<tr>
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<td>Pamela Hagley</td>
<td>A</td>
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<tr>
<td>Florida Department of Education</td>
<td>Jeffrey Aboumrad</td>
<td>A</td>
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<td>Alternate Member</td>
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<tr>
<td>Florida Department of Elder Affairs</td>
<td>Libby Murphy</td>
<td>P</td>
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<td>Alternate Member</td>
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<td>Florida Agency for Persons with Disabilities</td>
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<td>Citizen Advocate</td>
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</table>

**LEGEND:** P-Present A-Absent - Not Applicable (newly appointed member)

**ATTENDANCE POLICY:** According to Article III, Sections 5 of the Coordinating Board bylaws: "The North Central Florida Regional Planning Council shall review and consider rescinding the appointment of any voting member of the Board who fails to attend three consecutive meetings,"

lynn/public/attend2.xls